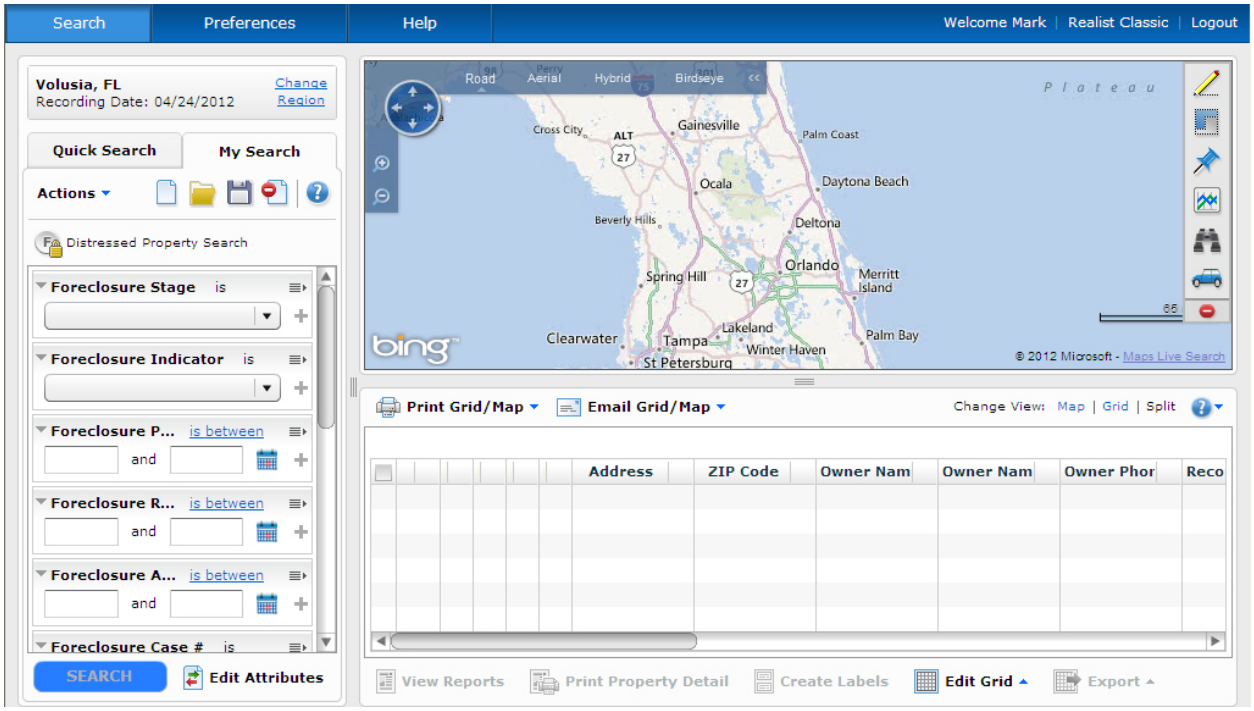
Realist II User's Manual



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Daytona Beach Area
ASSOCIATION OF REALTORS®

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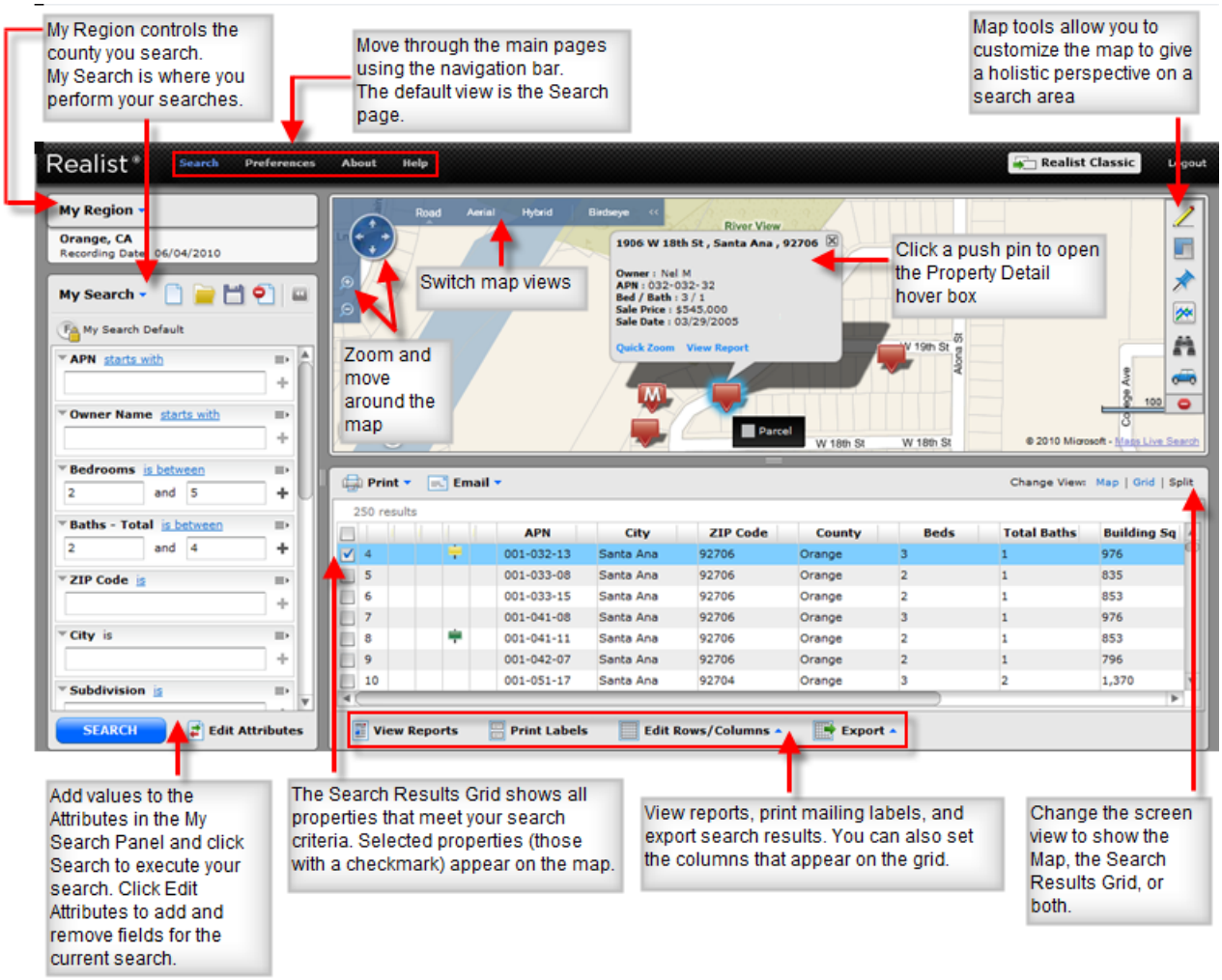
Finding Your Way Around Realist

On Realist's main page you'll find a full set of searching and mapping tools, all contained within one, easy-to-use interface where you'll perform searches and view and manage your results. Searching and mapping work together seamlessly, allowing you to drill down visually on the Map with road, aerial, and birdseye views, or view the information in the more traditional search results grid containing customizable columns of data.

The following diagram walks you through each area of Realist's main page and describes what you can do:


My Region controls the county you search. My Search is where you perform your searches.
Move through the main pages using the navigation bar. The default view is the Search page.
Map tools allow you to customize the map to give a holistic perspective on a search area
Realist
Search
Preferences
About
Help
Realist Classic
Logout
My Region
Orange, CA
Recording Date 06/04/2010
My Search
My Search Default
APN starts with
Owner Name starts with
Bedrooms is between
Baths - Total is between
ZIP Code is
City is
Subdivision is
SEARCH
Edit Attributes
Switch map views
Zoom and move around the map
Click a push pin to open the Property Detail hover box
1906 W 18th St , Santa Ana , 92706
Owner : Nel M
APN : 032-032-32
Bed / Bath : 3 / 1
Sale Price : $545,000
Sale Date : 03/29/2005
Quick Zoom
View Report
Parcel
Print
Email
Change View: Map | Grid | Split
250 results
APN
City
ZIP Code
County
Beds
Total Baths
Building Sq
001-032-13 Santa Ana 92706 Orange 3 1 976
001-033-08 Santa Ana 92706 Orange 2 1 835
001-033-15 Santa Ana 92706 Orange 2 1 853
001-041-08 Santa Ana 92706 Orange 3 1 976
001-041-11 Santa Ana 92706 Orange 2 1 853
001-042-07 Santa Ana 92706 Orange 2 1 796
001-051-17 Santa Ana 92704 Orange 3 2 1,370
View Reports
Print Labels
Edit Rows/Columns
Export
Add values to the Attributes in the My Search Panel and click Search to execute your search. Click Edit Attributes to add and remove fields for the current search.
The Search Results Grid shows all properties that meet your search criteria. Selected properties (those with a checkmark) appear on the map.
View reports, print mailing labels, and export search results. You can also set the columns that appear on the grid.
Change the screen view to show the Map, the Search Results Grid, or both.

TIP: In Realist, fields that you see in the My Search pane are called "Attributes." Attributes can also include the areas of a Map that you search within. Since you can edit and save the attributes contained on your Searches and Forms, you can completely customize My Search for your personal use.

Understanding My Search

Searches

My Search enables you to save Searches that remember the attributes you wish to search, as well as the criteria to be searched. Search using the fully customizable My Search feature to search for properties and related public record and MLS data. Use this flexible, fully configurable search to find properties by one or more search criteria.

Forms

My Search contains a set of standard forms that your MLS administrator configured for you. You can also create up to 50 of your own customized forms. Saved forms will remember the fields to be searched, but will not retain any search criteria.

My Search may also offer several default search forms such as:

- Quick Search: Quickly find a single property when you already know the Address, Owner Name, Listing Number, or APN/Folio/Tax ID (subject to change by your MLS).
- General Search: Contains frequently used search criteria selected by your MLS.
- Listing Search: Search by frequently used Listing information, such as Listing Number, Listing Status, List Price, and many other options.
- Foreclosure: Locate properties in distress such as Pre-Foreclosure, Auction, or Bank owned/REO to look for for potential clients or to find properties for investors.
- Marketing: Pinpoint properties in a specific area or near a point of interest to create custom mailing labels and expand your market presence.

Attributes

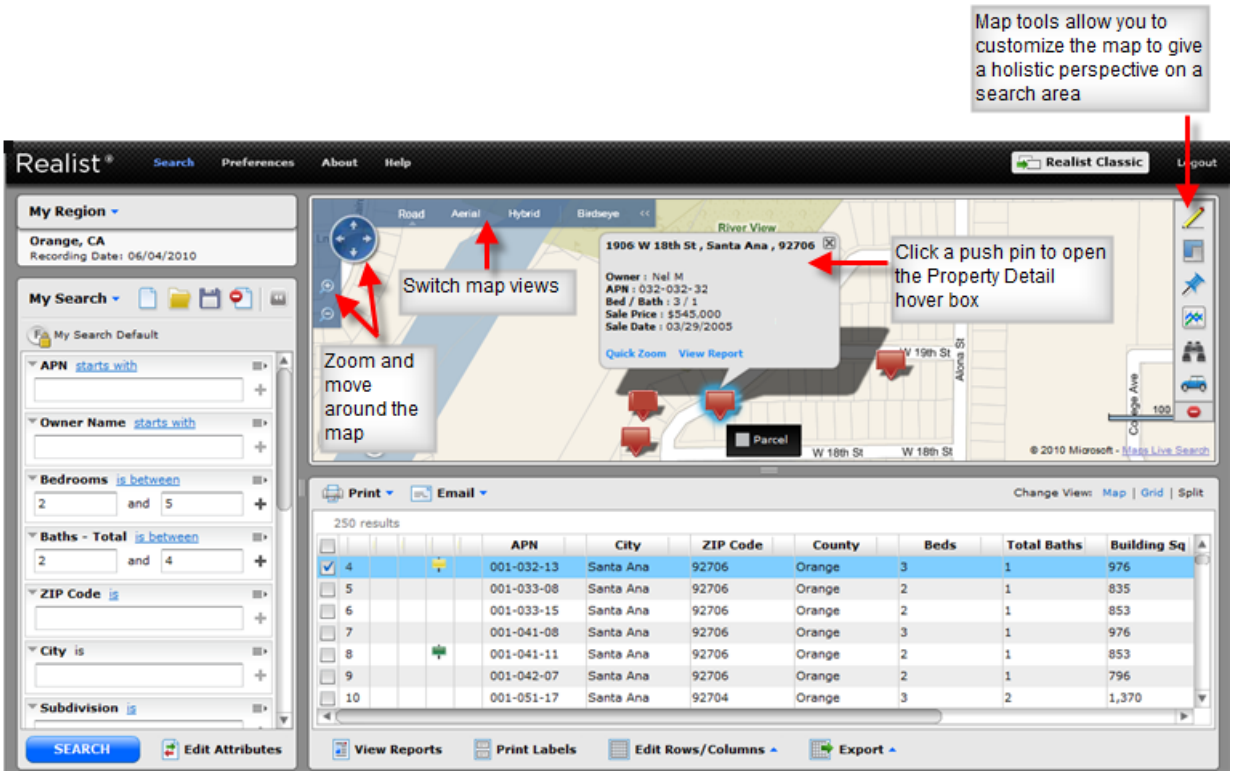
In Realist, fields that you see in the My Search pane are called “Attributes.” Attributes can also include the areas of a Map that you search within. Since you can edit and save the attributes contained on your Searches and Forms, you can completely customize My Search for your personal use.

Working with Search Results

Properties matching your search criteria are displayed in the Search Results Grid and on the Realist Map. You can continue to work with the data on the Map to refine your search, or begin working with the data on both the grid and the Map, create reports, export information to CSV files or mailing labels, and even email information directly to clients.

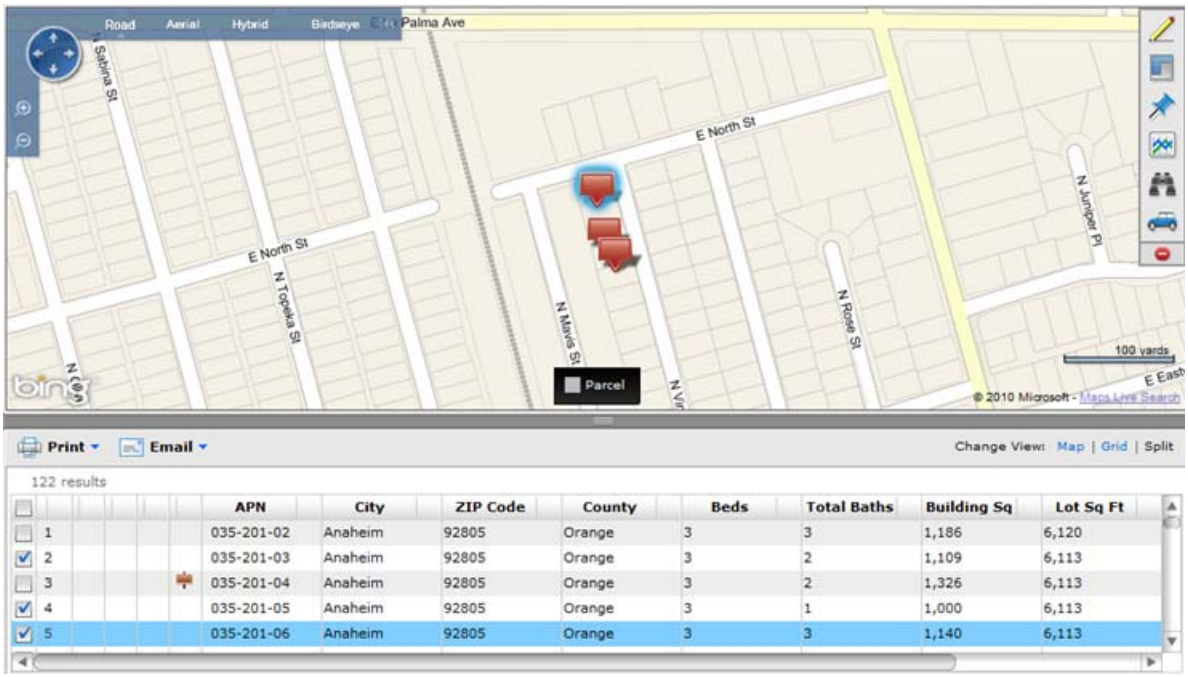
Understanding the Realist Map and Search Results

The Realist Map enhances your searching by allowing you to visually see the results of your search and zoom in to actual views of the property and its surrounding location. Search results appear on the Map as push pins with the Map zoomed to a ‘best fit” level to see all of the matching properties. When you click a push pin, a hover box opens giving you an overview of the property and the ability to zoom in on the Map, quickly identify related properties, view photos of the property (when applicable) and view reports:



Mapped Properties and the Search Results Grid

The Map works seamlessly with the search results grid – if you click a search result row in the grid, the Map automatically highlights the corresponding property push pin on the Map. Conversely, if you select a push pin on the Map, that property is highlighted within the Search Results Grid, making property identification easier than ever.



	APN	City	ZIP Code	County	Beds	Total Baths	Building Sq	Lot Sq Ft
1	035-201-02	Anaheim	92805	Orange	3	3	1,186	6,120
2	035-201-03	Anaheim	92805	Orange	3	2	1,109	6,113
3	035-201-04	Anaheim	92805	Orange	3	2	1,326	6,113
4	035-201-05	Anaheim	92805	Orange	3	1	1,000	6,113
5	035-201-06	Anaheim	92805	Orange	3	3	1,140	6,113

Realist Map Views

The Realist Map contains different views that let you see different aspects about the properties you've selected on the Map:

- Road: The Road view is a standard Map view showing the roads and road names.
- Aerial: The Aerial view is a satellite view of the property from above, showing property details. This view is best for identifying properties visually.
- Hybrid: The Hybrid view shows an aerial overlaid with roads and road names.
- Birdseye: The Birdseye view of a property shows an oblique 45 degree image of a property for a close-up view of the area from above.

Realist Map Tools

The Realist Map includes a full set of tools that allow you to customize the Map to give you a holistic perspective on a search area.

- Drawing Tools: The drawing tools let you work directly on the Map to refine and enhance your search criteria and search results. You can use shape tools to draw a circle, rectangle, or polygon around an area in which you wish to search. For example, you can define a shape area to find properties within a certain radius of a school, a place of work, or other point of interest.

- Annotations: Annotations let you make personal notes in callouts that you can place anywhere on a Map and that will be included on maps you print or email to your clients.
- Boundaries: Boundaries controls the boundary lines that appear on the Map, including Zip Codes, County lines, Parcel boundaries, School District boundaries, and even Common Neighborhood boundaries.
- Property and Sales Information: This tool lets you “layer” the Map with important information to consider when you are recommending a listing or purchase price on a property, including a picture of distressed properties (Pre-Foreclosure, Auction, REO/Bank owned), MLS Listings (Active, Pending, Expired), Tax and MLS Sales, ValueMap Automated Valuations, and property characteristics.
- Trends: The Trends tool provides a thematic view into the sales and market trends for a particular area – either by Zip Code or common Neighborhood. These trend layers allow you to “visualize” market conditions and develop fresh interpretations of market conditions.
- Points of Interest: Points of Interest helps you quickly locate points of interest in a particular area, or near a particular property. This includes things like transportation, banks, schools, restaurants, gas stations, and many others. You can use this tool in conjunction with drawing tools to measure distances or points within a radius to further refine your searches.
- Driving Directions: Driving Directions lets you quickly find directions to a specific address and print or email them to yourself or a client. This tool helps you jump directly from your research into your car to get to work.

Setting your User Preferences

The User Preferences page provides options for configuring personal settings for your Realist views. You can configure reports, search options, and Map options.

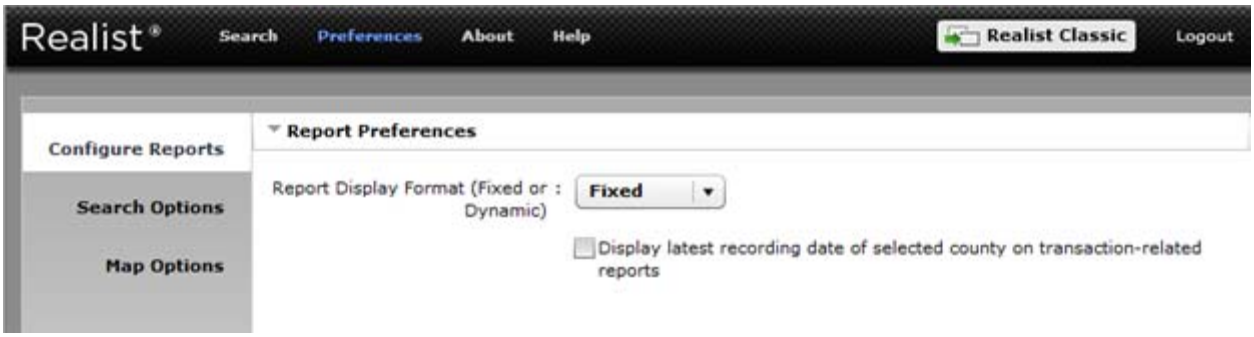
Configure Reports

The Configure Reports section lets you set overall report preferences for all reports and also controls settings for individual reports.

TIP: Reports configuration options are also available on the report and can be configured on the fly as you run reports.

Report Preferences

Report Preferences are the general settings that apply to all reports:



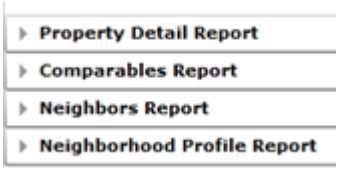
Option	Description
Report Display Format	Select **Fixed** if you want all fields to display on reports, even if there is no data for a field.Select **Dynamic** if you want to hide fields that do not contain any data.
Display latest recording date of selected county on transaction-related reports	Select the check box to include the transaction data date for the county on the report.

Report-Specific Preferences

You can configure setting for the following reports:

- Property Detail Report
- Comparables Report
- Neighbors Report
- Neighborhood Profile Report

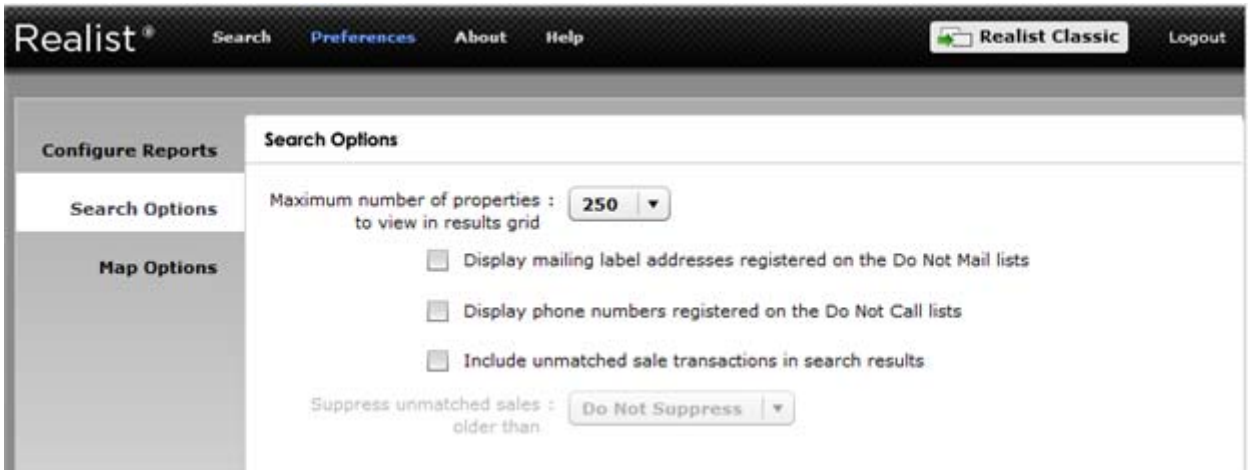
To configure the report options, click the report name to expand the options:



These configuration options are also available within the report itself when you run it. Details on the preferences for each report are provided in Realist Reports.

Search Options

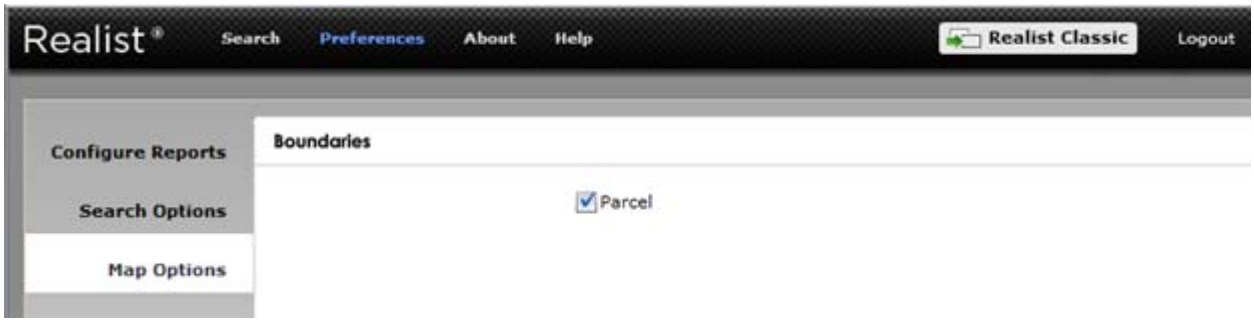
The Search Options preferences control the way information is displayed in the Search Results Grid:



Option	Description
Maximum number of properties to view in results grid	Select the number of properties you would like to display at one time in the Search Results Grid. The default is 250 records.
Display mailing label addresses registered on the Do Not Mail lists	Select this option to return addresses registered on the Do Not Mail list when you generate mailing labels. There will be an indicator noting that the address is on the Do Not Mail list.
Display phone numbers registered on the Do Not Call lists	Select this option to display phone numbers for people registered on the Do Not Call list. There will be an indicator noting that the person should not be called.
Include unmatched sale transactions in search results	Select this option to include unmatched sales transactions in your search results.
Suppress unmatched sales older than	Some sales, such as those for newly formed properties, cannot be matched to properties. Select this option to limit which unmatched sales transactions are returned in search results by within the last 6, 12, 18, or 24 months.

Map Options

Map options control whether or not the parcel boundaries show on the Map:



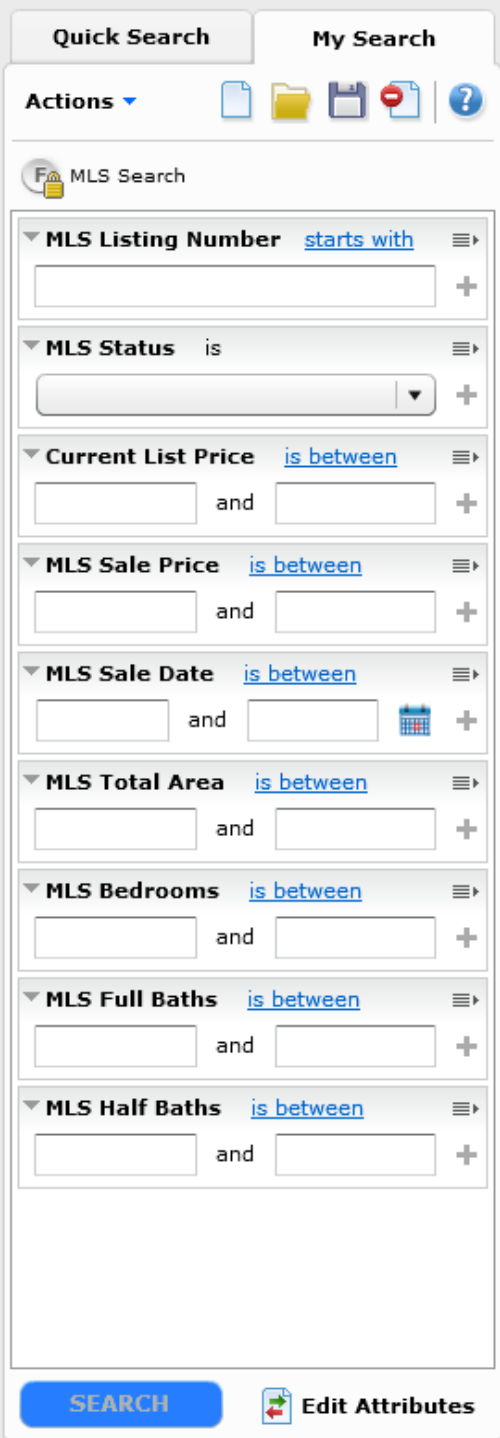
Map options control whether or not the parcel boundaries show on the Map:

Understanding Searching

The My Search feature allows you to search for properties and related public record and MLS data. My Search is a flexible, fully configurable search tool that offers you the ability to search using a wide-range of search criteria, including things like number of bedrooms, lot size, APN/Folio/Tax ID (subject to change by your MLS), and Owner, to name just a few. You can use My Search to run a Quick Search on-the-fly or you can customize searches and save them to reuse in the future.

My Search Pane

You'll perform all search activities in the My Search pane on the left side of your browser window:



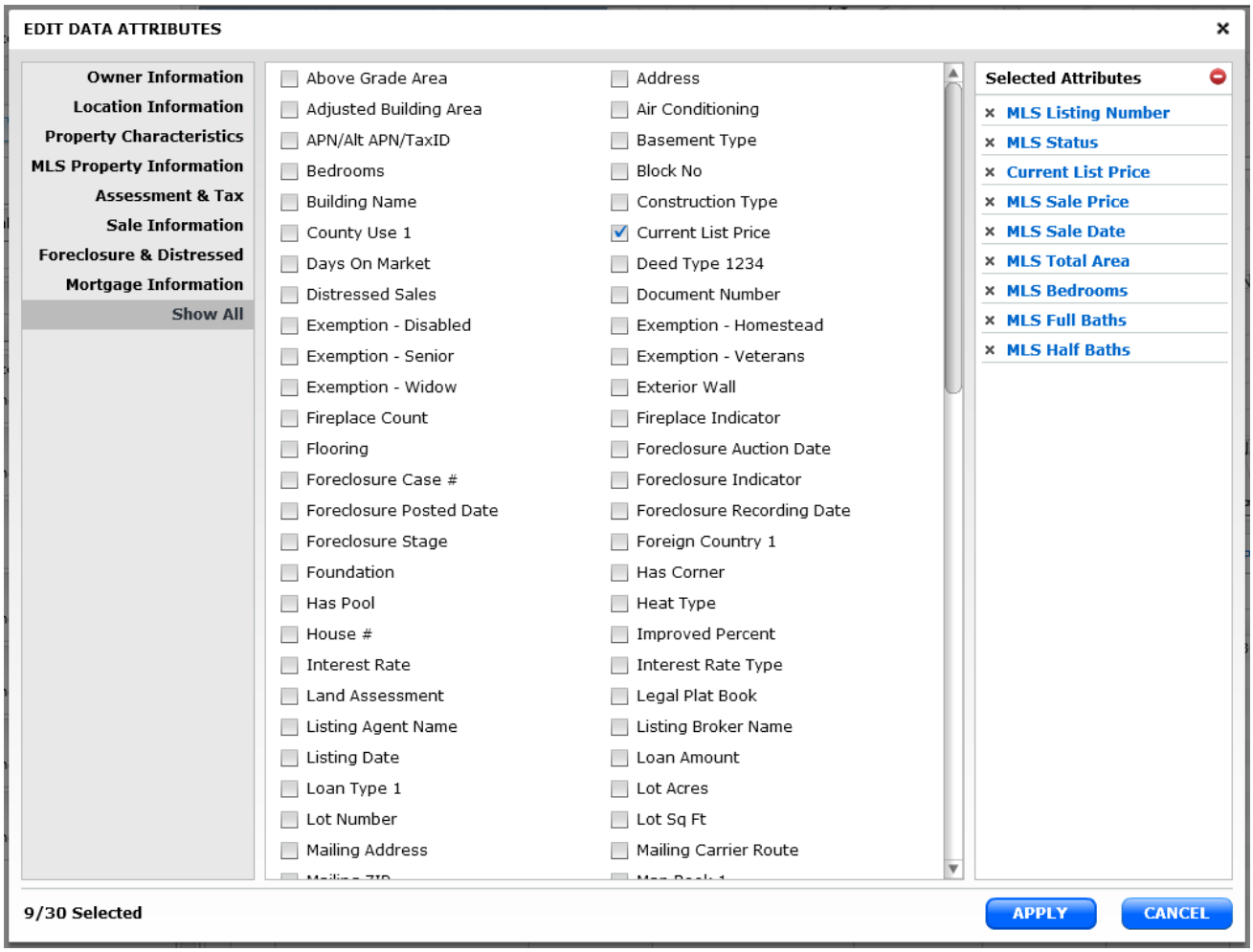
My Search Toolbar

The My Search toolbar gives you access to all the tools that you will need for searching and customizing your own forms and searches:

The Difference between Forms and Searches

Forms

A search Form is a group of blank search fields that you can create to match the information you want to search for. To search for a property using a Form, you enter values to the search fields (i.e. complete the form). In Realist, these search fields are called “Attributes.”

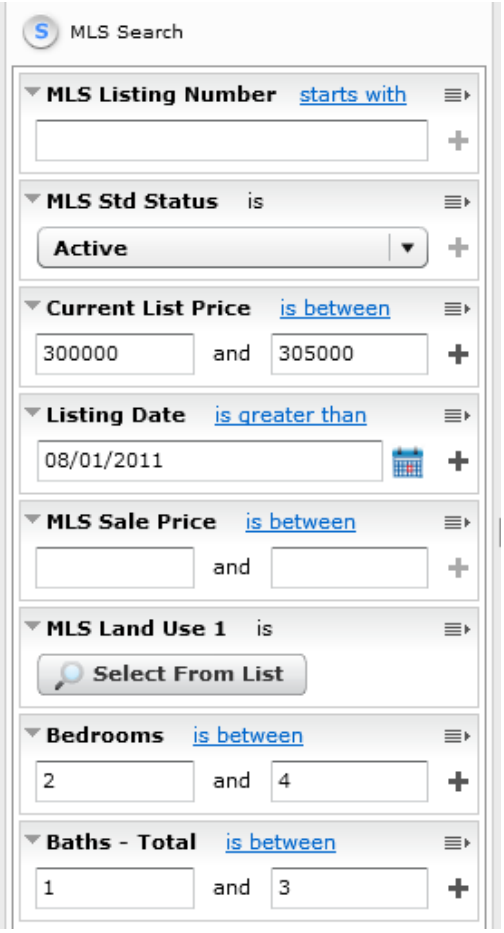


Searches

A saved Search is essentially a search Form with values added to some of the search fields. Think of this as a completed Form that you plan to use again.

For example, perhaps you have a search Form that includes Tax ID, Owner Name, Address, and Zip Code. If you add a zip code to that form and save it, the Form becomes a “Saved Search” that you can use over and over as needed.

This is convenient for your marketing activities in which you may send out postcards each month or perhaps save common searches used in a specific subdivision or neighborhood.



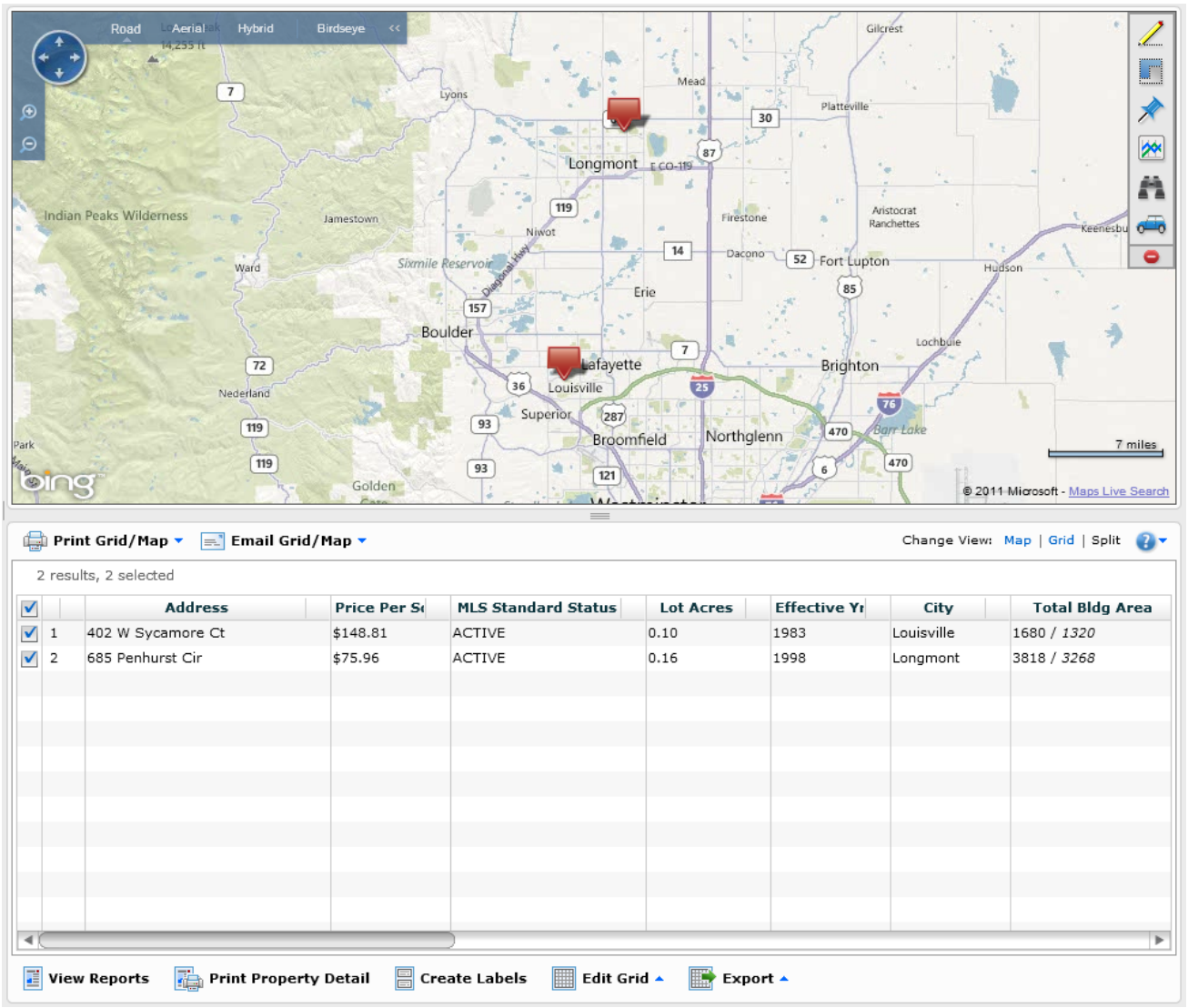
Smart Form/Search Recall

The last Form or Search that you used will be displayed the next time you login.

Search Results Grid and Realist Map

After you perform your search, properties that match your search criteria are displayed in the Search Results Grid and on the Realist Map. You can continue to work with the data on the Map to refine your search, create reports, export information to a CSV file or mailing labels, and even email information directly to clients.

Search Results Grid and Map



Performing a Quick Search

A Quick Search is the default form that appears in the My Search pane the first time you enter Realist (see My Search pane in “Understanding Searches” section above). If you want to use a different saved form or search to search, refer to Opening a Save Form or Search.The Quick Search is a quick way to find a property based on simple attributes like the Address, Owner Name, Listing Number, or APN/Folio/Tax ID (these criteria are subject to change by your MLS administrator).

To perform a Quick Search:

On the **My Search** pane, enter information for one or more of the search fields as follows:

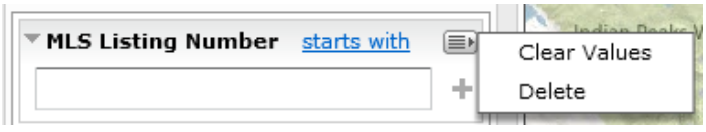
- To add a single value to a field, type or select the value.
- To add multiple values to a field, type or select the first value and then click the Add (+) icon or press CTRL+Enter on your keyboard. Each value will be added beneath the search field:

TIP: To remove a value, click the X to the left of the value.

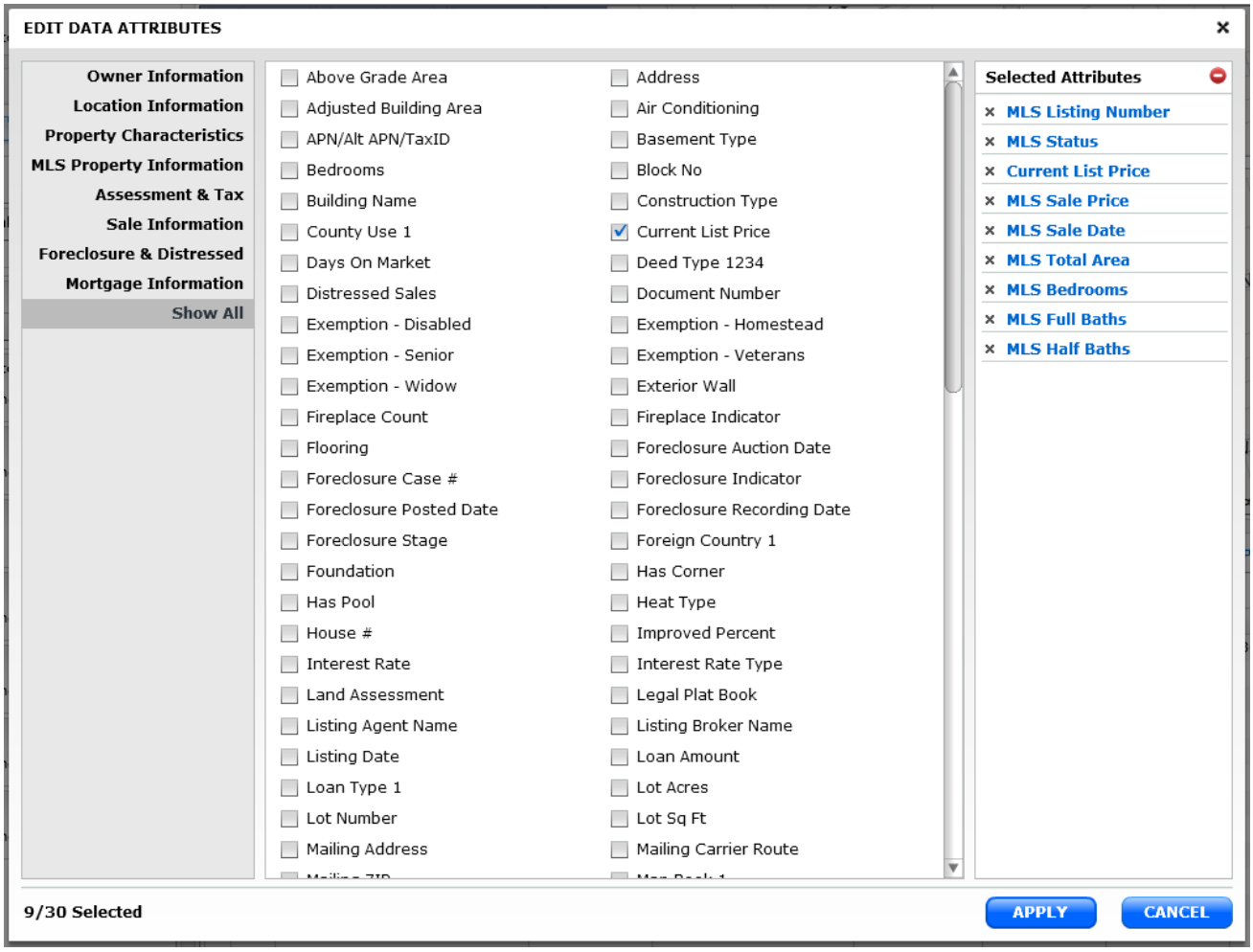
Note that each search field contains different options, depending on the type of data that it captures. Each option is described in the following table:

Type of Search Field	**How to Use It**
drop-down list	Click the down arrow to select from a drop-down list of options:
Selection box	Click the **Select from List** button to open a box with options for selection:
Ranges (two fields with operator between)	Select the operator you would like to use to specify the range. By default, ranges are “in between”. For example, you might select “in between” 1 and 3 bedrooms. **TIP**: Entering a single value will perform a “Greater Than/Less Than or Equal To” search.
Dates	Type the date in mm/dd/yyyy format or click the calendar icon to select your date. **TIP**: Quick Links for the last 3, 6, 9, or 12 months are available on the Calendar window.
Text Box	Type desired text or select from the type-ahead feature which appears after the first two letters are typed.

TIP: You can clear the form anytime and start over using the Clear Form icon at the top of the My Search panel:



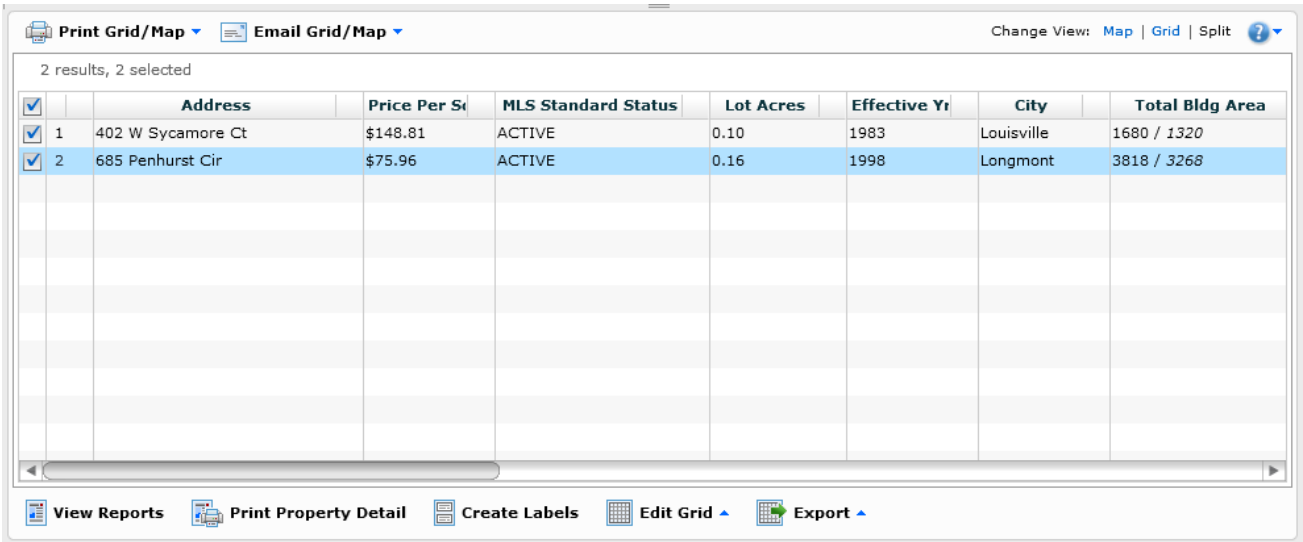
If you would like to add additional search attributes to your search, click **Edit Attributes** at the bottom of the My Search panel. This opens a list of all available search fields:



Add additional search attributes to the search Form by selecting other additional attributes (click a category in the left frame to filter the search attributes or use the Show All category to see all available attributes). Click **Apply** to apply your changes and return to the My Search panel.

Refer to Realist Reports for detailed information on viewing, customizing, and working with reports.

When you are finished adding and selecting information for the search fields, press the Enter key on your keyboard or click **Search** at the bottom of the My Search panel. Your search results appear. If the search returned only a single property result, the Report window automatically opens:



If you search returned multiple results, the Search Results Grid shows the results and the Realist Map will zoom in to show the “best fit” view of your search results:

NOTE: The zoom level depends on the geographic area the results cover. For example, if your search returns only one property, the Map will zoom in to that one specific area. If you search returns multiple values, the Map will display all search results with a “best fit” zoom level to ensure all properties are visible on the Map.

- In the Search Results Grid, the first three columns may contain an icon indicating the following:
  - MLS Photo Indicator
  - MLS Listing Indicator
  - Foreclosure Indicator
  - Distressed Sale Indicator

Refer to Viewing Properties on the Search Results Grid for details on each indicator.

To Work with Your Search Results

You can work further with your search results and even customize the Search Results Grid so that you can easily view the information that is most important to you. Refer to Working with Property Search Results for details.

To Save Your Search

If you would like to reuse the search you just performed in the future, you may want to save it. If you save a search with attributes only, this is considered a “Form.” If you save a search with values for any attribute, this is considered a “Saved Search.” Saved

Searches and Form are available on the My Search list or from the My Search > Open feature. Refer to Opening a Save Form or Search and Managing Searches for details.

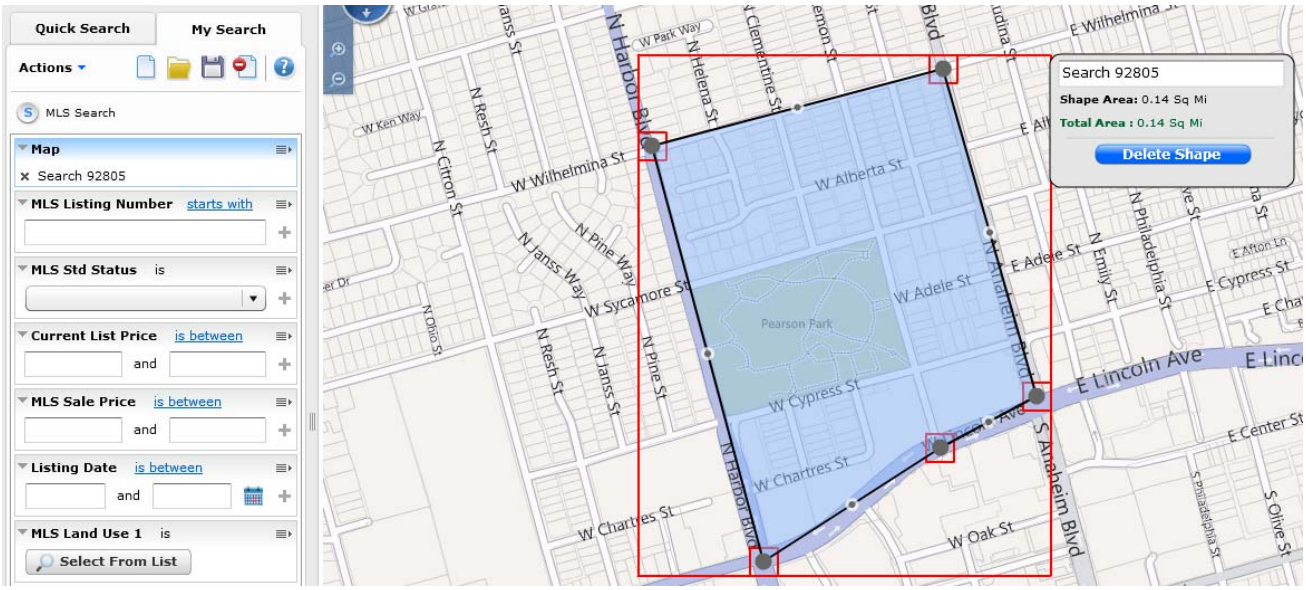
Searching on the Realist Map

Your searches may start out on the My Search Panel, but the Realist Map includes tools that help you gather additional information and build or expand your search criteria. When properties that match your search criteria are found, they are displayed on the Map with a push pin. You can click the push pin to zoom in on the property or run reports, including property detail, comparable properties in the area, market trends like sales price and market conditions, a complete neighborhood profile, and foreclosure data.

NOTE: It is important to note that the Map always takes precedence over other searches. Once you begin working on the Map, the criteria of the search will relate directly to what is happening on the Map, and some fields, like Zip Code and City, will be disabled in the Search Results Grid.

Saved Shape Searches

You can also use drawing tools to mark the search boundary(ies)that will be added to your My Search Form. When a shape is drawn on the Map, it automatically becomes part of your My Search Form. These shapes can then be saved as a Saved Search to reuse later:

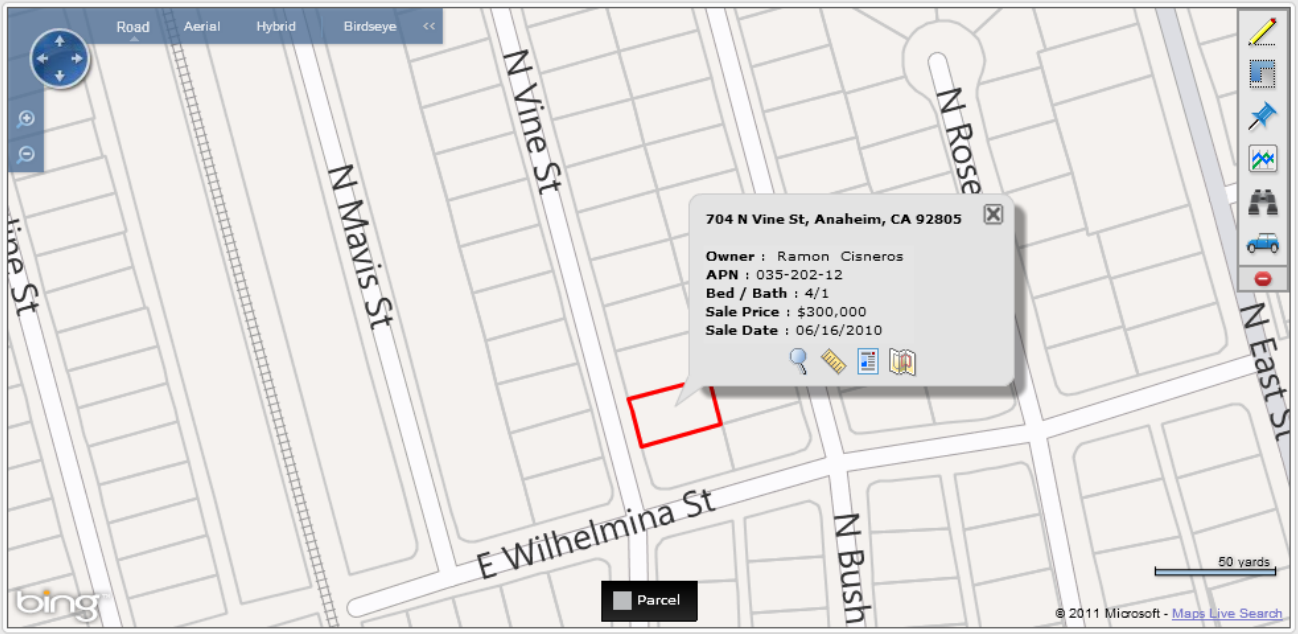


Boundaries

Using Boundaries you can view important information related to properties that helps to visualize surrounding features such as parcel boundaries (or Neighborhoods, County, City, Zip Code, School District, etc.), and Points of Interest, which highlight nearby banks, restaurants, schools, etc.

Quick Identify

Quick identify lets you quickly view a parcel boundary by clicking any area on the Map. This brings up the Property Detail hover box:



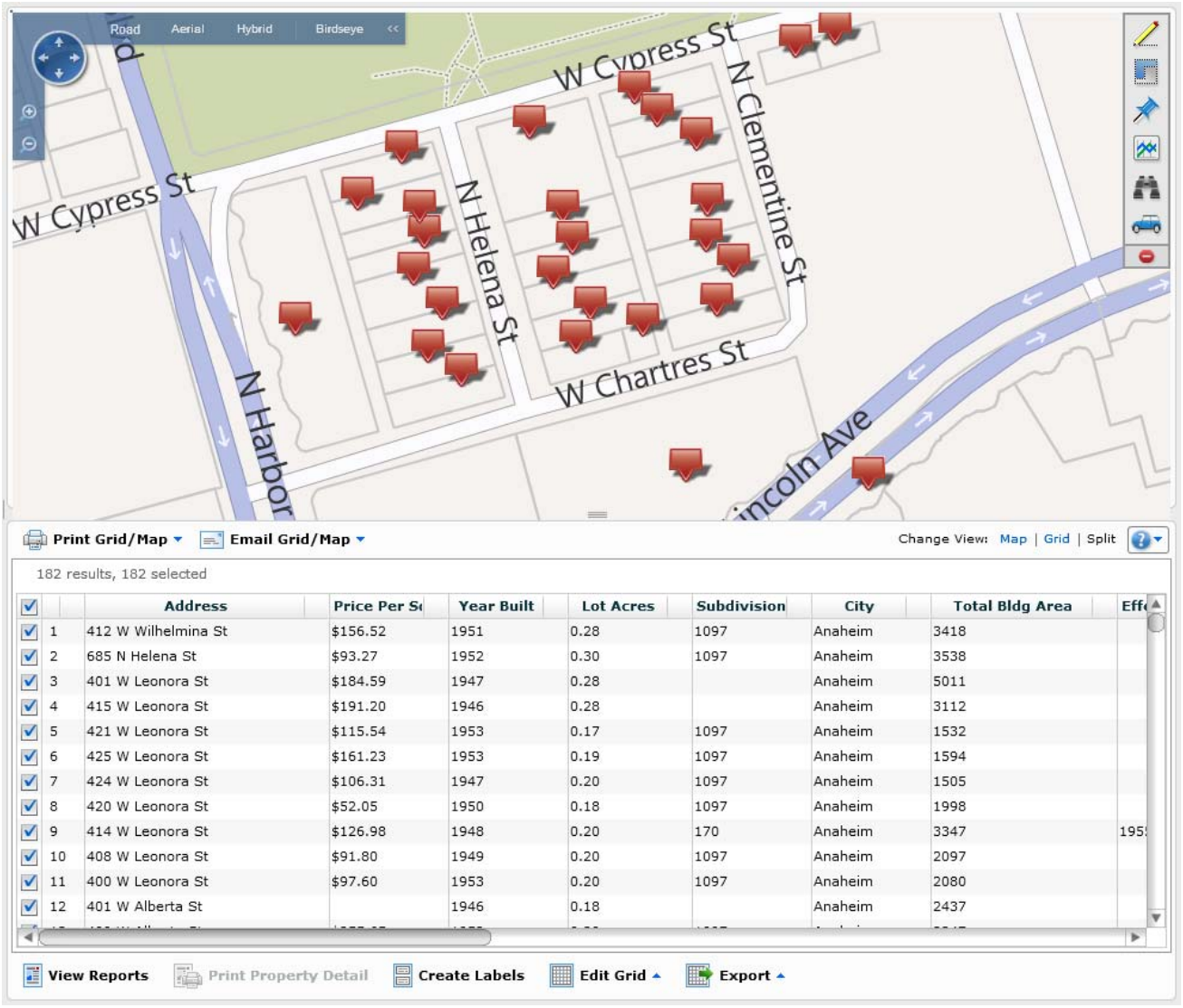
Viewing Properties on the Search Results Grid

Views

There are several ways you can choose to view data:

- **Map:** This view will collapse the Search Results Grid and display a larger version of the Map.
- **Grid:** This view will collapse the Map and display only the Search Results Grid.
- **Split:** This is the default view. The Map and Search Results Grid show simultaneously.

When you access Realist, the Map and the search grid results both display in Split view:



	Address	Price Per Sq	Year Built	Lot Acres	Subdivision	City	Total Bldg Area	Eff
1	412 W Wilhelmina St	$156.52	1951	0.28	1097	Anaheim	3418	
2	685 N Helena St	$93.27	1952	0.30	1097	Anaheim	3538	
3	401 W Leonora St	$184.59	1947	0.28		Anaheim	5011	
4	415 W Leonora St	$191.20	1946	0.28		Anaheim	3112	
5	421 W Leonora St	$115.54	1953	0.17	1097	Anaheim	1532	
6	425 W Leonora St	$161.23	1953	0.19	1097	Anaheim	1594	
7	424 W Leonora St	$106.31	1947	0.20	1097	Anaheim	1505	
8	420 W Leonora St	$52.05	1950	0.18	1097	Anaheim	1998	
9	414 W Leonora St	$126.98	1948	0.20	170	Anaheim	3347	195
10	408 W Leonora St	$91.80	1949	0.20	1097	Anaheim	2097	
11	400 W Leonora St	$97.60	1953	0.20	1097	Anaheim	2080	
12	401 W Alberta St		1946	0.18		Anaheim	2437	

Split view is the default view, but you can also change it using the Change View options at the bottom of the Map:

- **Map**: Click this view to close the Search Results Grid and show only the Map.
- **Grid**: Click this view to close the Map and only show the Search Results Grid.
- **Split**: Click this option to view both the Map and Search Results Grid.

Default Sort Order

Search results are sorted by APN/Folio/Tax ID by default.

Selections

When search results are returned initially, all results on the list are selected and if you are viewing the Realist Map, all the properties will display on the Map:

The selected items will also be used if you choose to export, email, or print the search results.

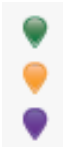
To change the selections, click a check box to deselect an item or click the check box at the top of the column to clear all selections. This is helpful when you want to select a single property to locate on the Map or run a report on.

Columns

The Search Results Grid displays columns of data for each property record your search returned (these will be set by your MLS Administrator). You can show more or less information using the **Edit Grid** menu.

NOTE: You can select up to 30 columns to display, however, the more columns you select to appear, the more scrolling will be required to view the information.

There are also four indicator columns for each property. The following table describes each icon:

Column	Description
MLS Photo Indicator	Indicates that the property has MLS photo images associated with it. You can click the photo indicator icon to open up a photo viewer and view the images.
MLS Listing Indicator 	Indicates that the property has an MLS listing associated with it. You can click the indicator icon to open up the MLS listing.
Foreclosure	**Pre-foreclosure**: Preforeclosed properties still belong to the owner. The lender has just begun the foreclosure process due to a default on loan payments. **Auction**: If the owner is unable to make the necessary payments or sell the property, it goes to a public auction. **Bank Owned (REO)**: A bank owned, or Real Estate Owned (REO) property has not been sold at auction and

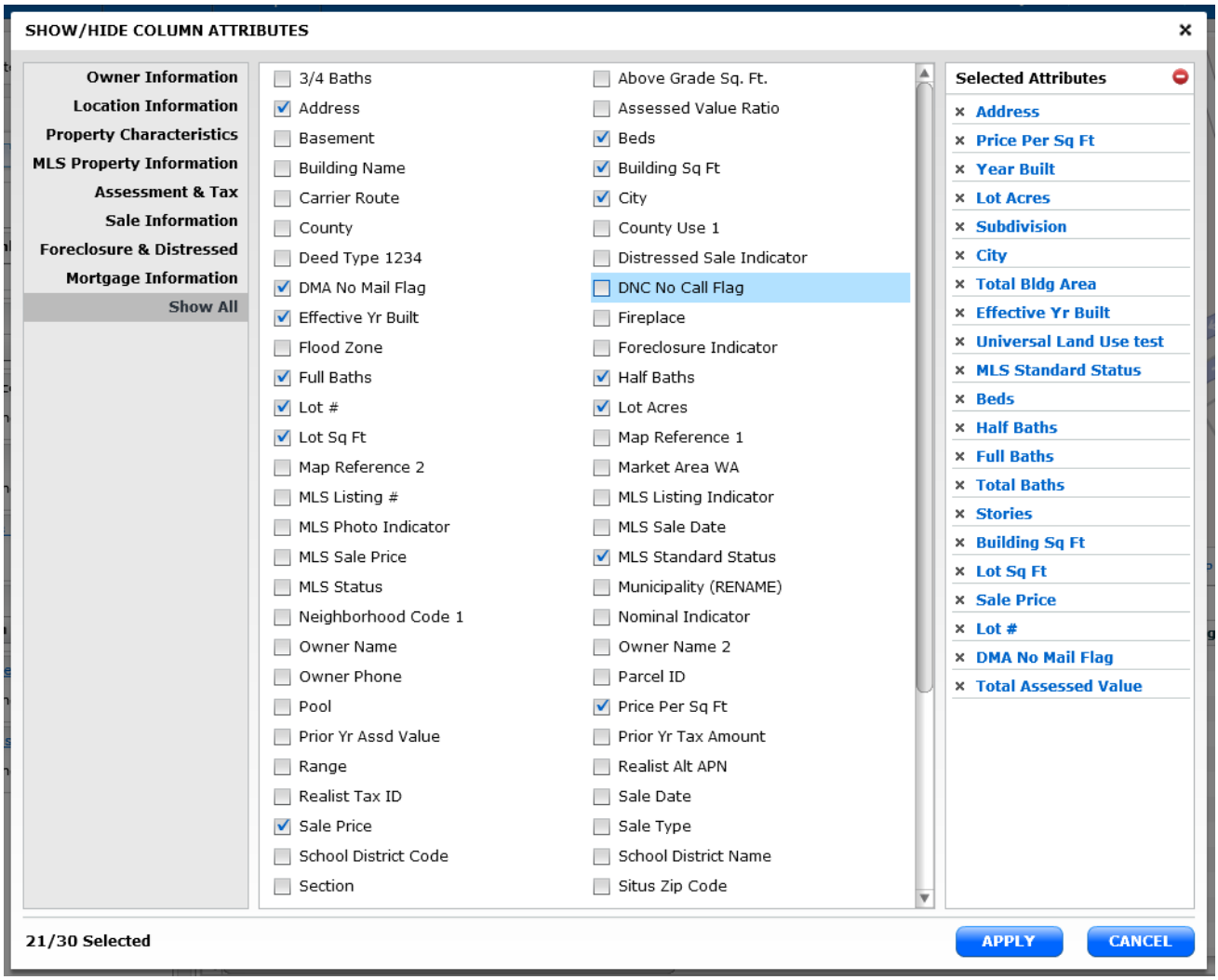
is now in the possession of the lender.

Distressed

Short Sale: A short sale is a property that is in foreclosure but is up for sale by the lender before it goes to auction. The lender must agree to accept less than the amount that is owed on the property.

Bank Owned: A distressed bank owned property is one that has been repossessed by the lender but has not gone through the foreclosure process.

To Show or Hide Columns on the Search Results Grid



1. On the Search Results Grid taskbar (at the bottom of the grid), click **Edit Grid** > **Show/Hide Columns**. The Show/Hide Column Attributes window opens, shown above.

2. To remove columns, click the X in the Selected Attributes panel on the right. This is a list of all columns that are currently showing on the search grid OR
3. To add additional columns to the search grid, click the check box for any attributes you would like to add. Select a category in the left frame to filter the list or use the Show All view to see all attributes you can add.
4. Click **Apply** to make the changes.You are returned to the Search Results Grid, which shows the new column selections.

Filtering Your Search Results

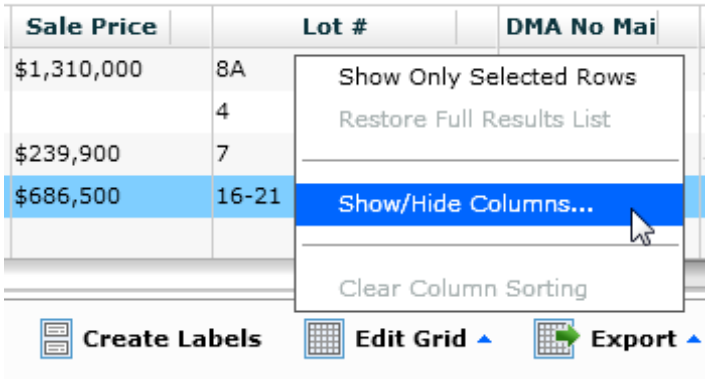
If you'd like to view only certain records in the Search Results Grid, click the **Edit Grid** menu and select **Show Only Selected Rows**.

This is helpful when working with a large set of results and you want to only display a subset of the results so it is more manageable. Once you have the list filtered you could view reports about, print, or generate printing labels for the subset of records.

To return to the full search results list, select **Restore Full Results List**.

Sorting the Search Results

You can sort your search results by up to three columns. To sort the list, click the column header for the first column you want to sort by. A number appears to denote the sort order:

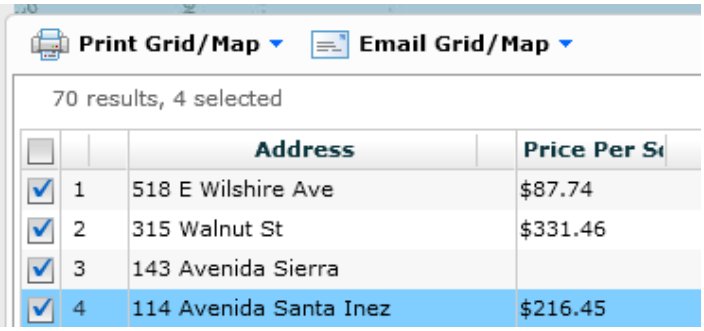


To clear the sorting, go to the Column Filter menu and select **Clear Column Sorting**.

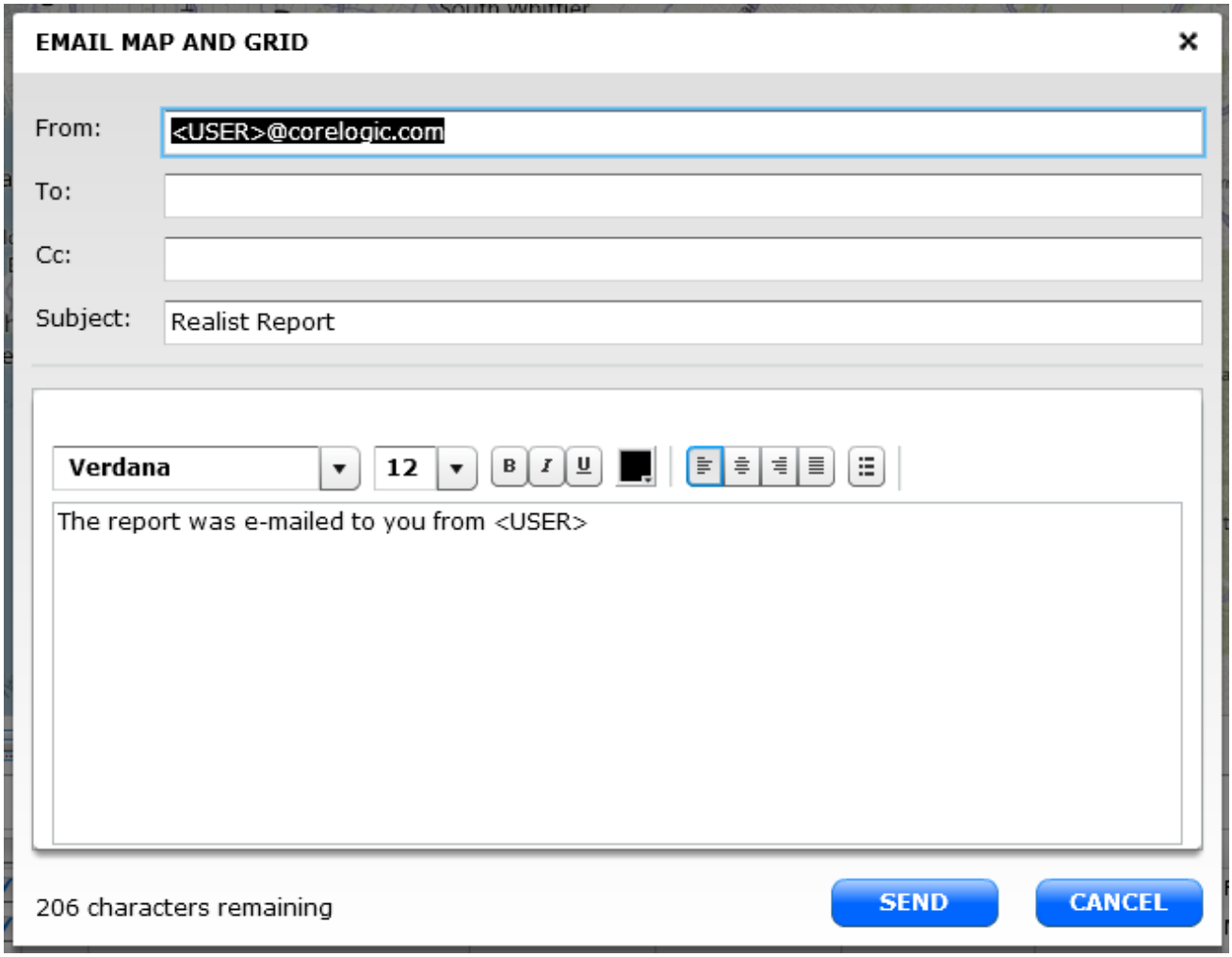
Emailing Search Results

After you've viewed the properties within the Search Results Grid and Map, there may be some properties you want to email to a client. Take the following steps to email the information in PDF format directly from the Search Results Grid:

- Select the properties on the Search Results Grid you would like to email. If you have a long list of search results, click the check box at the top of the column to clear all selections, and then select only the properties you want to email information about:



- Click Email at the top of the Search Results Grid and select one of the following options:
    - **Map and Grid**: Select this option to include an image of the Map as it currently displays on the Realist search page as well as the information for the selected property(ies) as displayed in the Search Results Grid.
    - **Map Only**: Select this option to only include the Map image as it appears on the search page.
    - **Grid Only**: Select this option to only send the selected properties and information on the Search Results Grid.The Email Map and Grid window opens:



- Type the contents of your email, just like you were sending an email from your regular email program. Click **Send**. An email with a PDF attachment is sent to the person indicated in the “To” field.

TIP: The email comes from CoreLogic with the your name and the report name in the Subject line.

Creating Mailing Labels

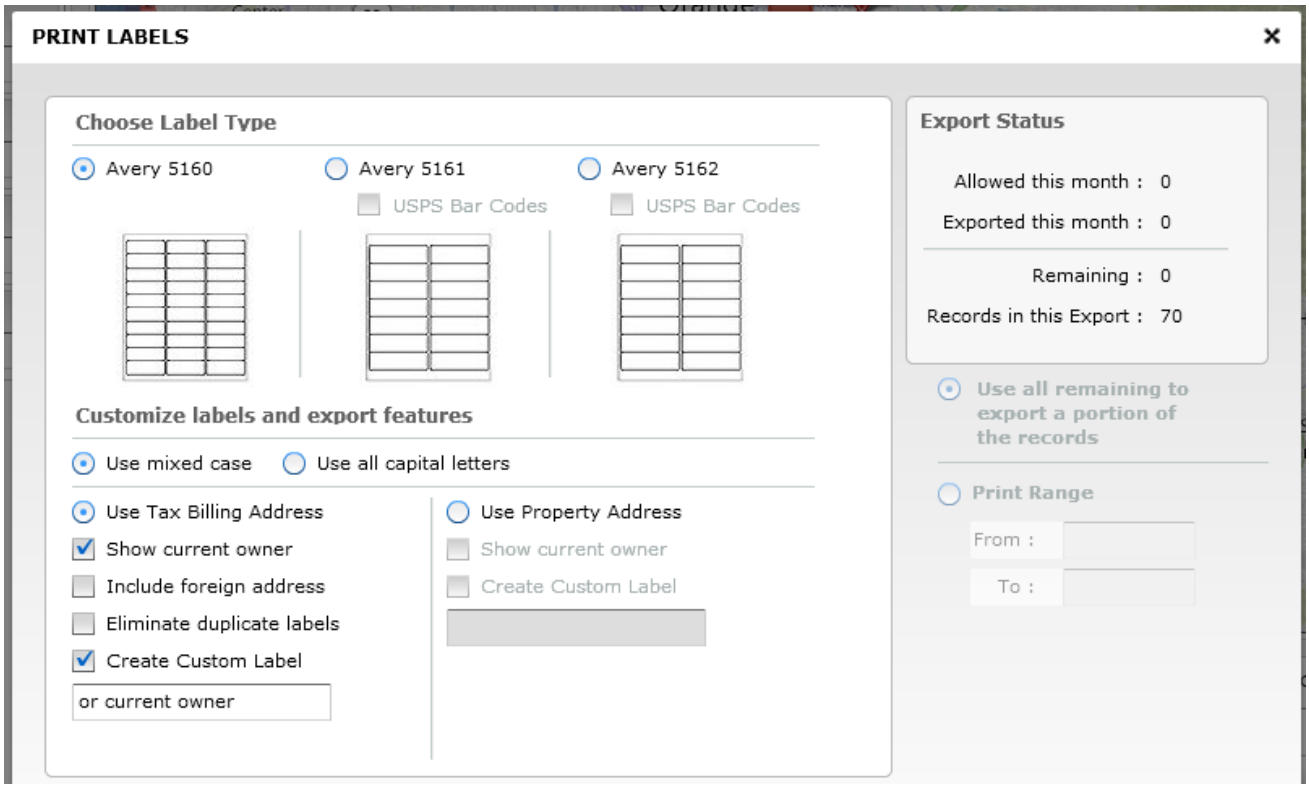
The Mailing Labels feature is great way to promote the marketing side of your business. The property Search Results Grid is integrated with an Avery mailing label template, so you can go from the grid directly to printing labels for a mass mailing. One valuable use for this is to target neighbors when you’ve made a sale in a neighborhood. Run a search

to find all houses in that neighborhood (or draw it on the Map), and then generate labels and send a mailing promoting your proven success in selling in their area.

To Create Mailing Labels

- Run a search to find the properties for which you want to print mailing labels.
- On the Search Results Grid, make sure all the properties you want to include are selected.
- Click **Create Labels** button:

- The Labels window opens:



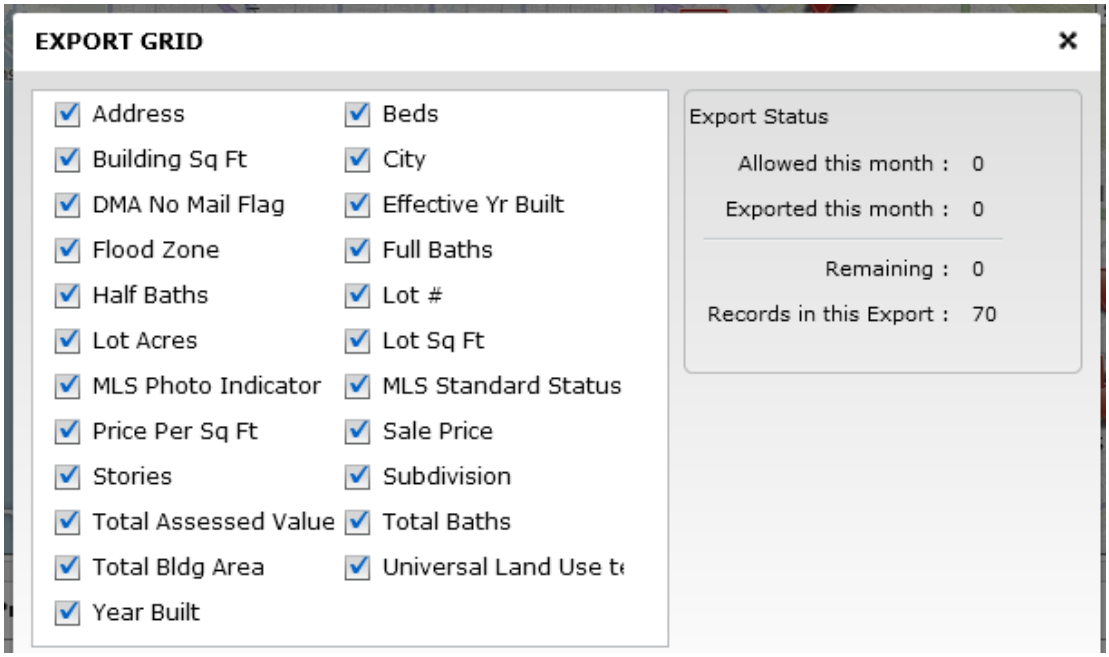
- Select the type of Avery label you will be using. Note that Avery 5161 and 5162 support the use of USPS Bar Codes. If you'd like to include the bar code, select the check box beneath the type of label you are using.
- Select whether you'd like to use **Mixed Case** or **All Capital Letters** in the labels.
- Select whether to use the **Tax Billing** address or the **Property** address. For example, if you are mailing to locate property owners in a rental area of condominiums, you'd likely want to use the Tax Billing address so the mailing

goes to the property owner rather than the renter.**TIP**: Select **Create Custom Label** to add “or Current Resident” and other greetings to the mailing address.
- Review your Export Status to ensure you will have enough remaining exports to cover the labels. If not, you can use up your remaining exports. Click the **Use all remaining to export a portion of the records** check box.
- Select **Print Range** if you would like to create labels for a subset of your search results you may enter the starting row number and the ending row number (range) to include these in the labels.
- Click **Print**. A RTF file containing the mailing labels is created. Save this file to a known location on your computer or print from within the RTF viewer to send them to your printer
- Add the Avery labels to your printer, and print the RTF file.

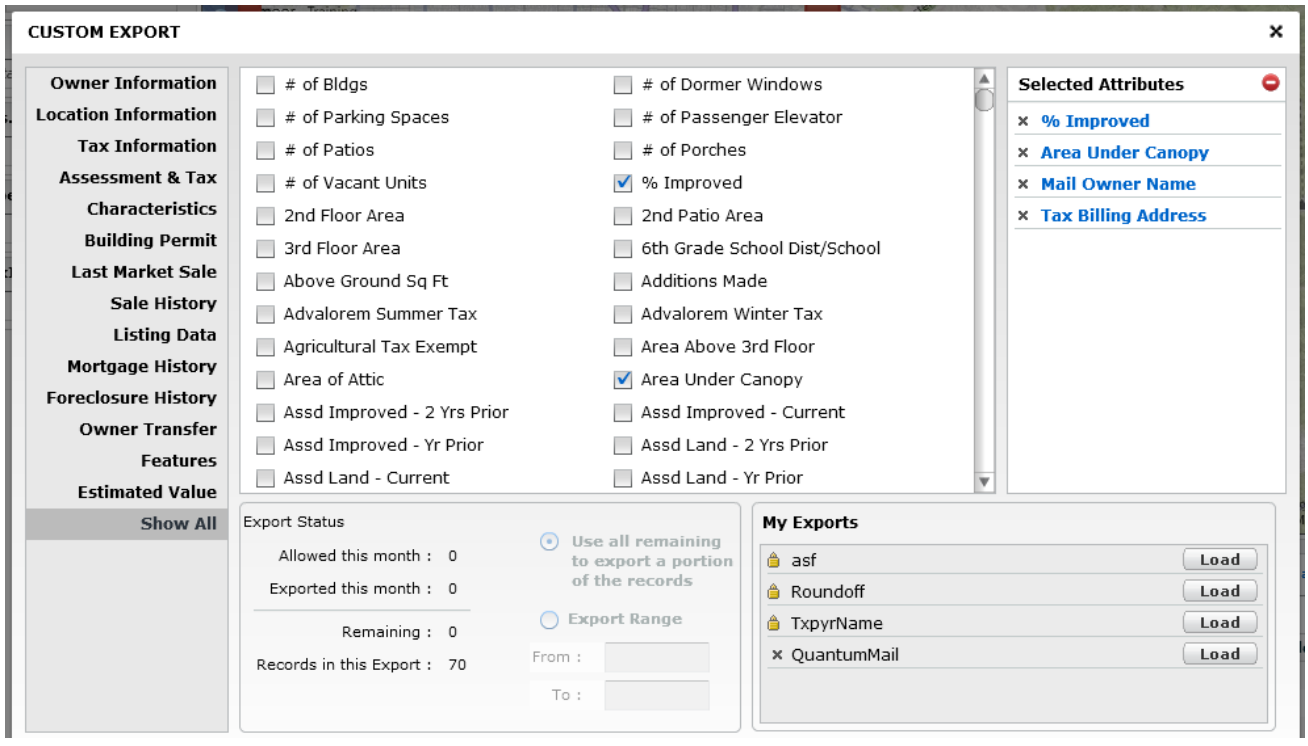
Exporting Search Results

If you need to export your property data, you can perform an export of the grid, or a custom export containing additional information, to a CSV file that can be viewed in Microsoft Excel.

1. Select the records you would like to export. If you have a long list of search results, click the check box at the top of the column to clear all selections, and then select only the properties you want to export.
2. Click the Export option at the bottom of the Search Results Grid and select one of the following options:
    - **Grid:** Select this option to export the information that currently appears on the Search Results Grid. You will be able to remove items, but not add new ones.



- **Customize**: Select this option to export additional information. You will be able to choose from the full list of search field attributes. Selected fields will be saved automatically for the next time you want to export records.The Grid Export or Custom Export window opens.



3. Select or remove attributes from the export.

4. Click **Export**.

   TIP: Depending on the number of property records being exported, it may be necessary to wait several minutes. Do not close the browser or navigate away from the page until the export is complete.

Finding Properties Using Forms and Searches

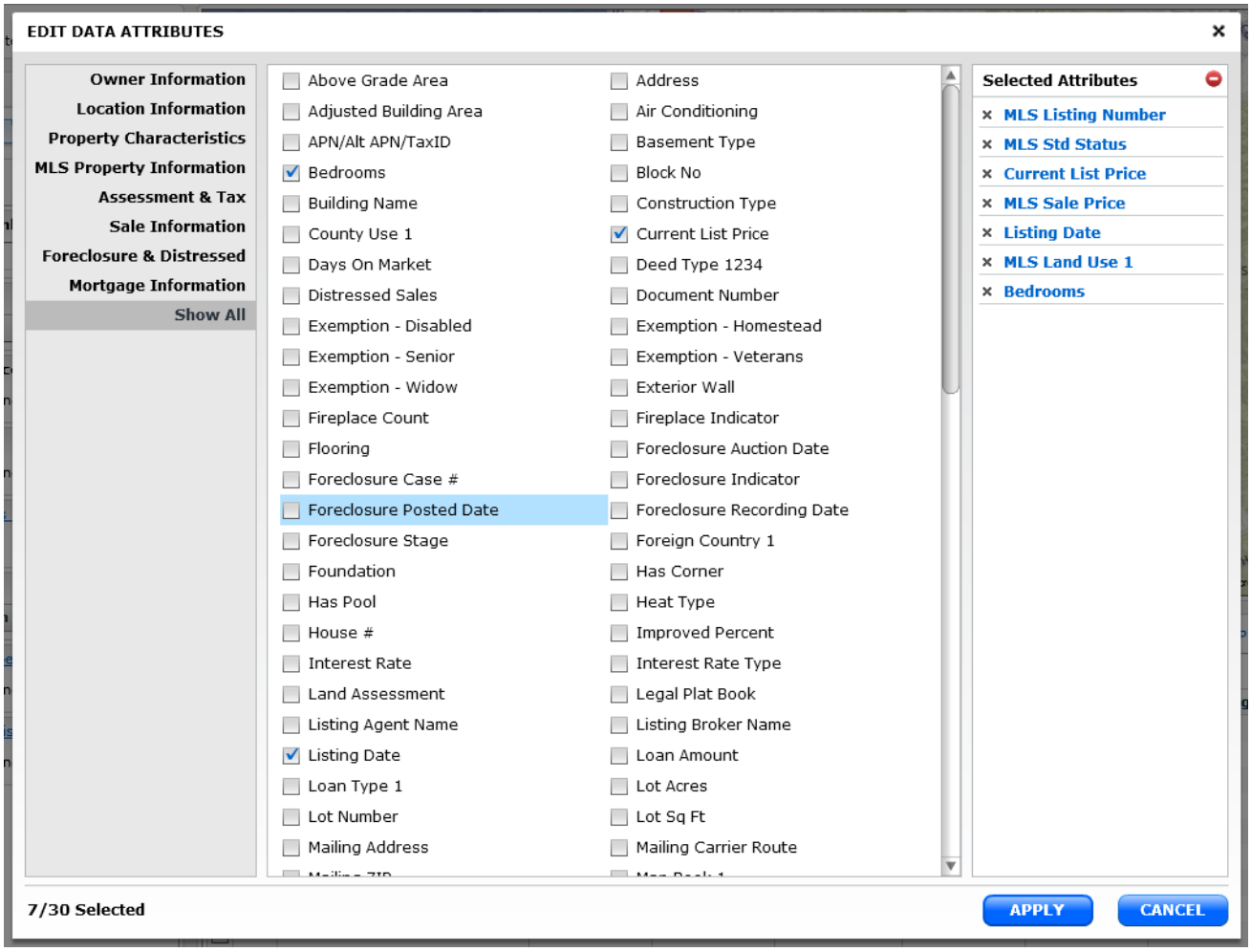
After you've performed a few searches, you'll likely find you want to create some customized searches that fit into your own everyday work. You can create up to 25 Saved Forms and/or Searches.

To Create a New Form or Search from an Existing Form

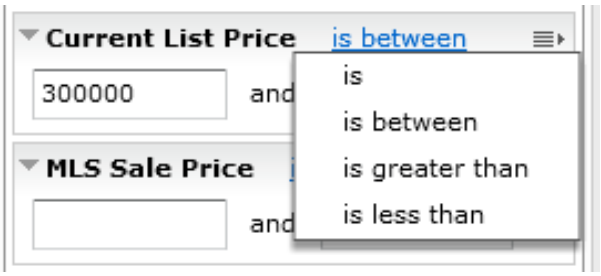
The easiest way to create a new form or search is to build off one of the MLS-defined Forms that are available when you first log in to Realist:

- At the bottom of any search form click the **Edit Attributes** link:

- The **Edit Data Attributes** window opens. This is a list of all available search fields for your MLS (note that all fields shown in the screen shot may not be available to you):

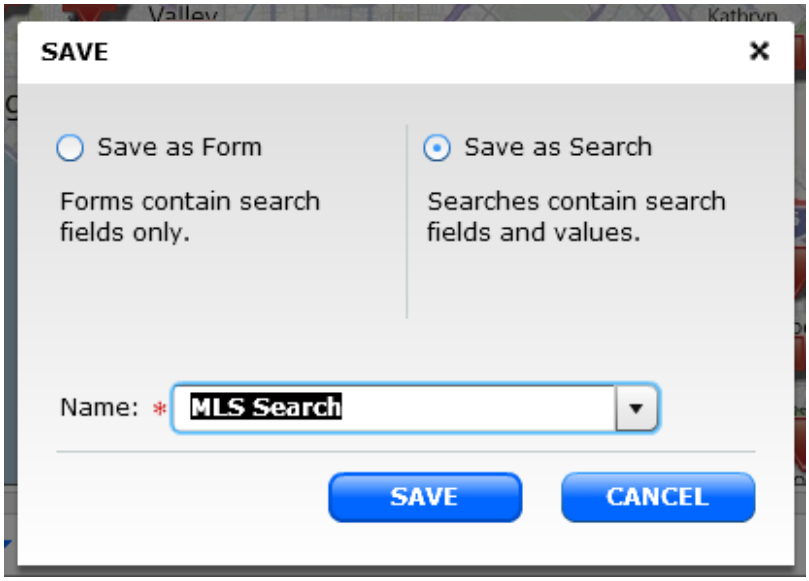


- Click the X to remove a search attribute in the Selected Attributes panel on the right. This is a list of all search attributes that are currently included on the search Form. OR Add additional search attributes to the search Form by selecting the additional attributes. Click a category in the left frame to filter the search attributes or use the Show All category to view all attributes available.
- Click **Apply** when you have selected all the search attributes you would like to appear on your Form or Saved Search. The Edit Data Attributes window closes and the search Form reflects the changes you made.
- Work with attributes directly on the My Search panel to finalize the form:



- Click the **Save** icon to save the current form:

- The Save window opens:



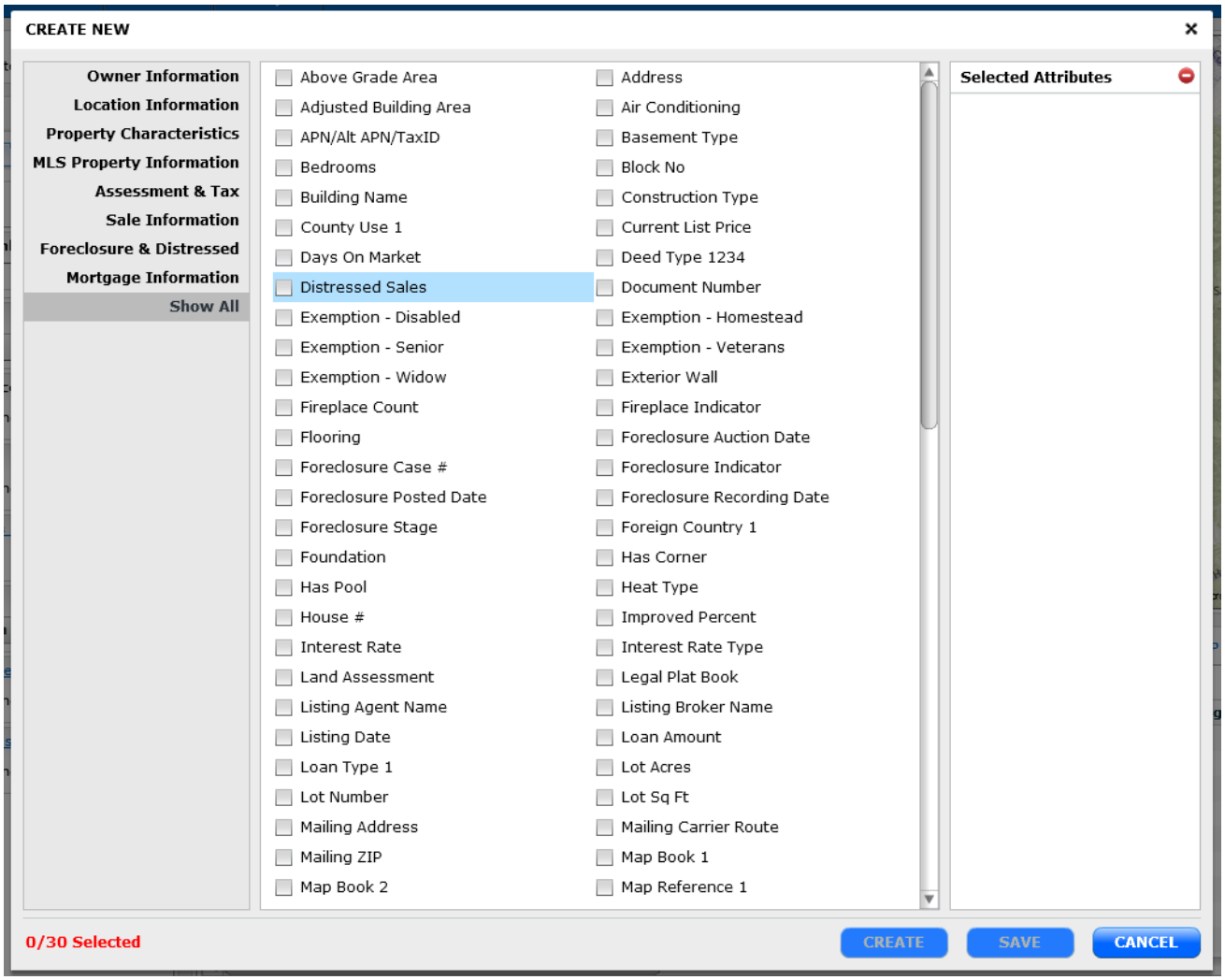
- If you have added a search value to the Form, you can save the search as a Form or as a Search. Select to save the search as a Form or Search. If you select Form, all values you've added to the Form will be cleared.
- Add a name for the form or search.
- Click **Save**. Your Form or Search is saved. You can access it anytime from the My Search menu or from the Open a Search or Form icon on the My Search toolbar. **TIP**: Map shapes can also be saved as part of search. Refer to Using the Realist Map for details.

To Create a New Form or Search

Take the following steps if you would like to create a new Form or Search:

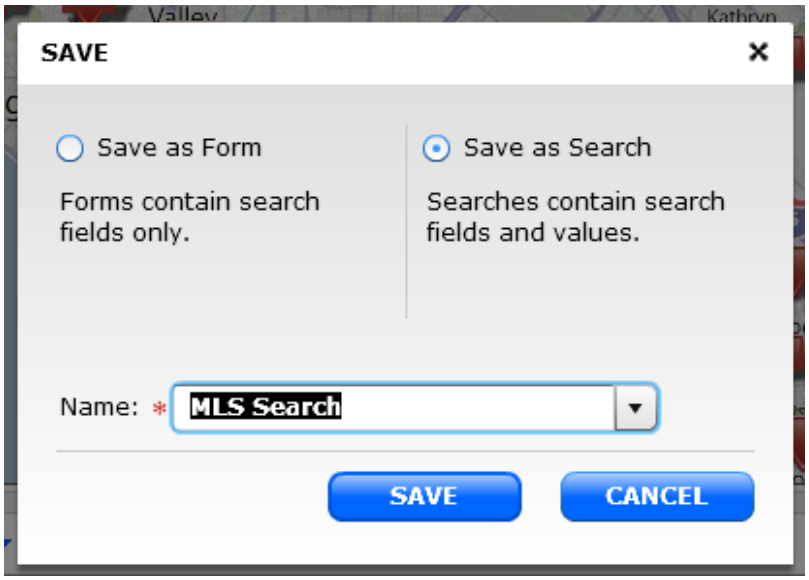
- On the My Search toolbar, click the C**reate a new Search or Form** icon:

- The **Create New** window opens:



- Select the fields you would like included on your Form. You can filter the list of available attributes by category or you can view all available fields using the Show All option.
- Click **Create**. The Form is created and you are returned to the My List panel, where the new Form displays.
- Click the **Save** icon to save the current form:

- The Save window opens:



- If you have added a search value to the Form, you can save the search as a Form or as a Search. Select to save the search as a Form or Search. If you select Form, all values you've added to the Form will be cleared.
- Add a name for the form or search.
- Click **Save**.Your Form or Search is saved. You can access it anytime from the My Search menu or from the Open a Search or Form icon on the My Search toolbar. **TIP**: Map shapes can also be saved as part of search. Refer to Using the Realist Map for details.

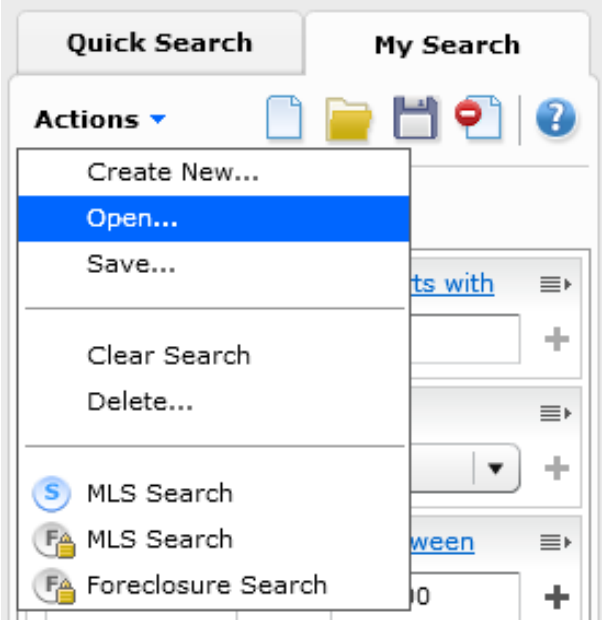
Opening a Saved Form or Search

You can open saved Forms and Searches from the My Search drop-down menu or the My Search toolbar.

NOTE: You cannot change MLS-defined search forms but you can open the Form or Search, add or change attributes, and then save it under a new name.

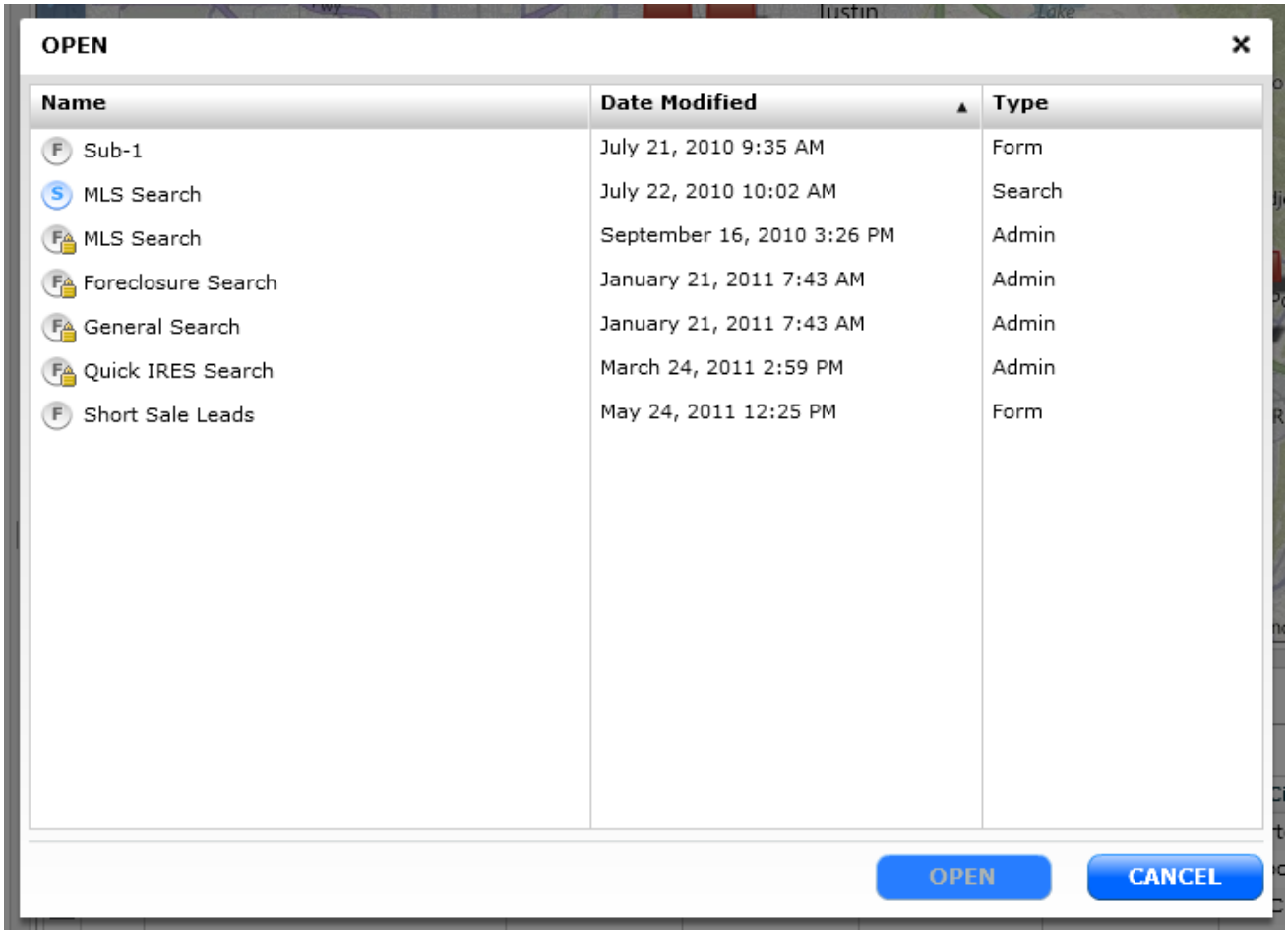
To Open a Saved Form or Search

- Find the Form or Search at the bottom of the My Search drop-down menu OR on the same drop-down menu click Open (**My Search > Open**):



- **Important!** This menu displays the last five active Forms and Searches. If you notice that the list does not match up with your list of forms/searches, clear the cache in your browser to update the list OR
- Click the Open icon on the My Search toolbar:

- The Open window opens:



- Select the Form or Saved Search and double-click on it or click **Open** at the bottom of the window.You are returned to the My Search pane where the form is now displayed.

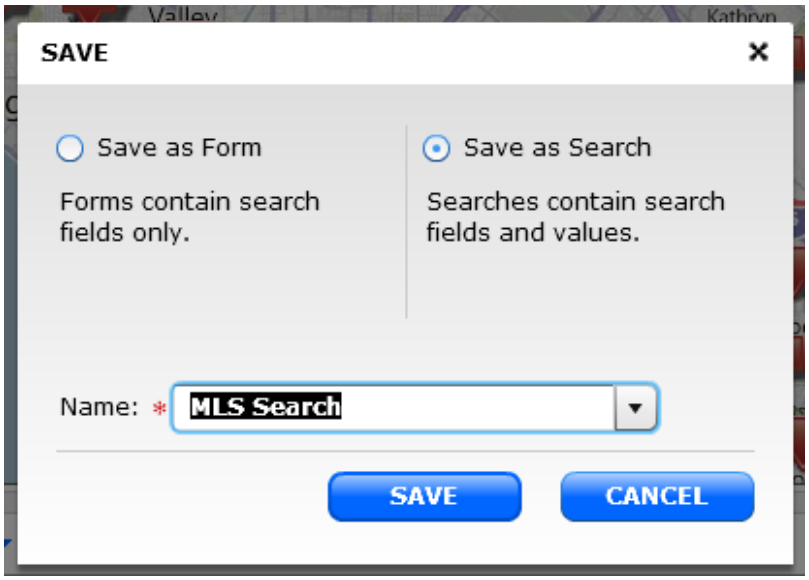
Saving a Form or Search

You will want to save a Form or Search if you make changes, such as adding or removing attributes and values, and would like to save the new version for reusing later.

To Save a Form or Search

- Click the **Save** icon on the My Search toolbar:

- The Save window opens:



NOTE: The Save window will default to Save as Form if you have not added any values to the current Form. If you have added values, it will default to Save as Search. If you have added values but want to save as a Form instead, select the Save as Form option. This will erase all values and save a blank form that you can reuse in the future.

- Type a name for the Form or Search.
- Click **Save**. The Form or Search is now available on the **My Search > Open** window and the My Search drop-down list.

Clearing a Form

A helpful feature to be aware of when working with searches is “Clear Form.” This clears all the values from the search you are currently working with and lets you start fresh.

To Clear a Form

To clear a form, click the Clear Form icon on the My Search toolbar:

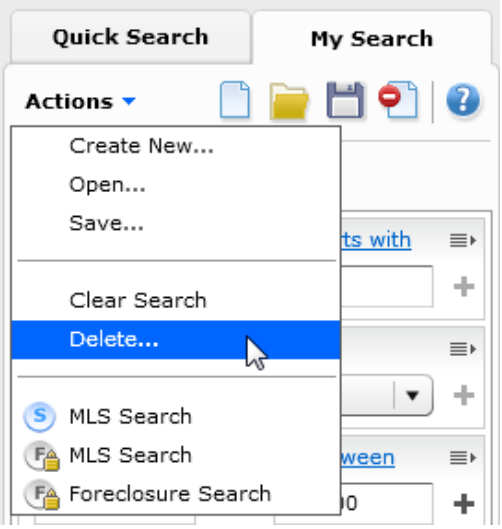
The form is cleared of all values

Deleting a Form or Search

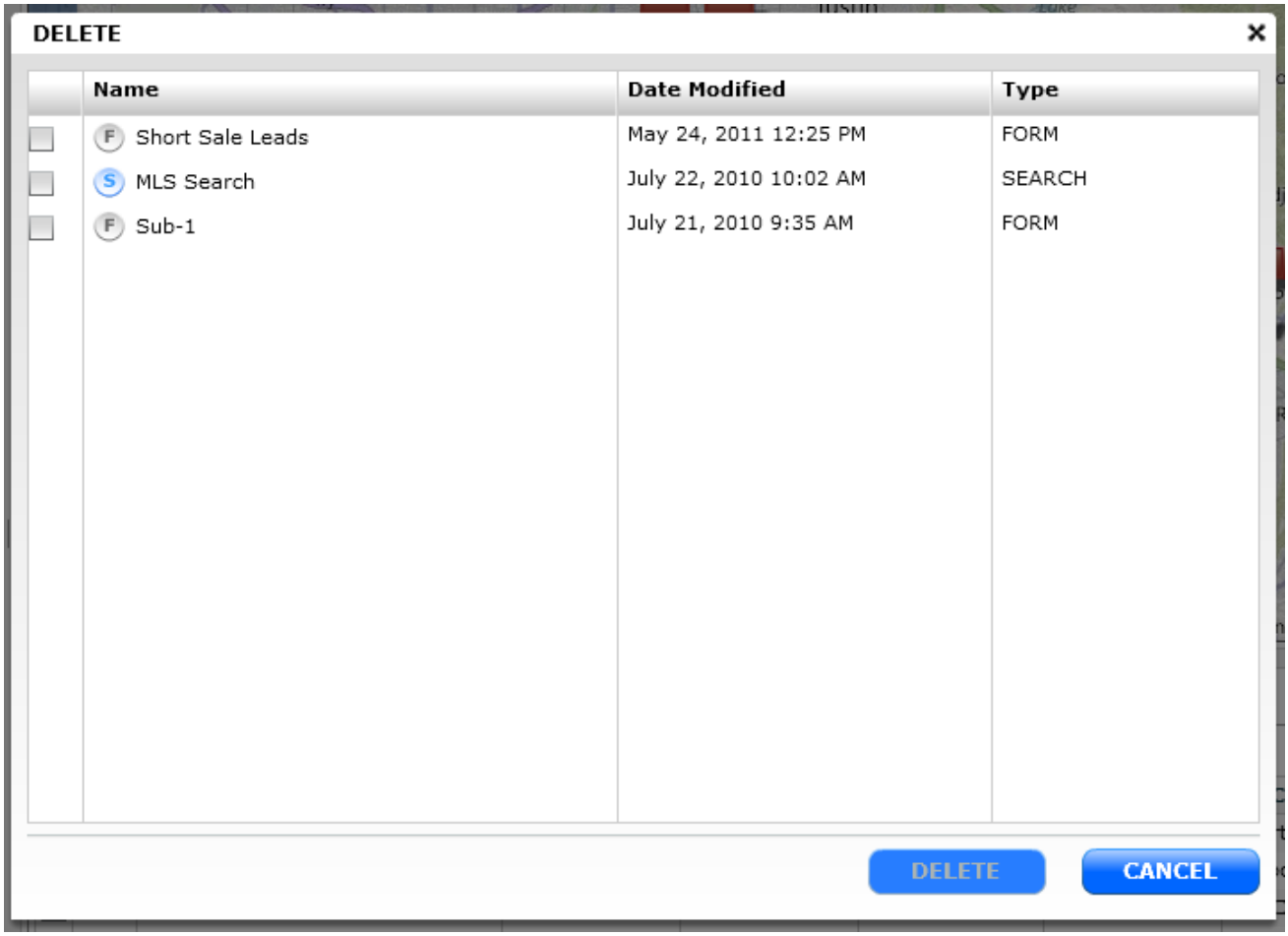
Deleting a Form or Search permanently removes it from the system.

To Delete a Form or Search

- Open the Form or Search and then select **Delete** from the My Search drop-down menu:



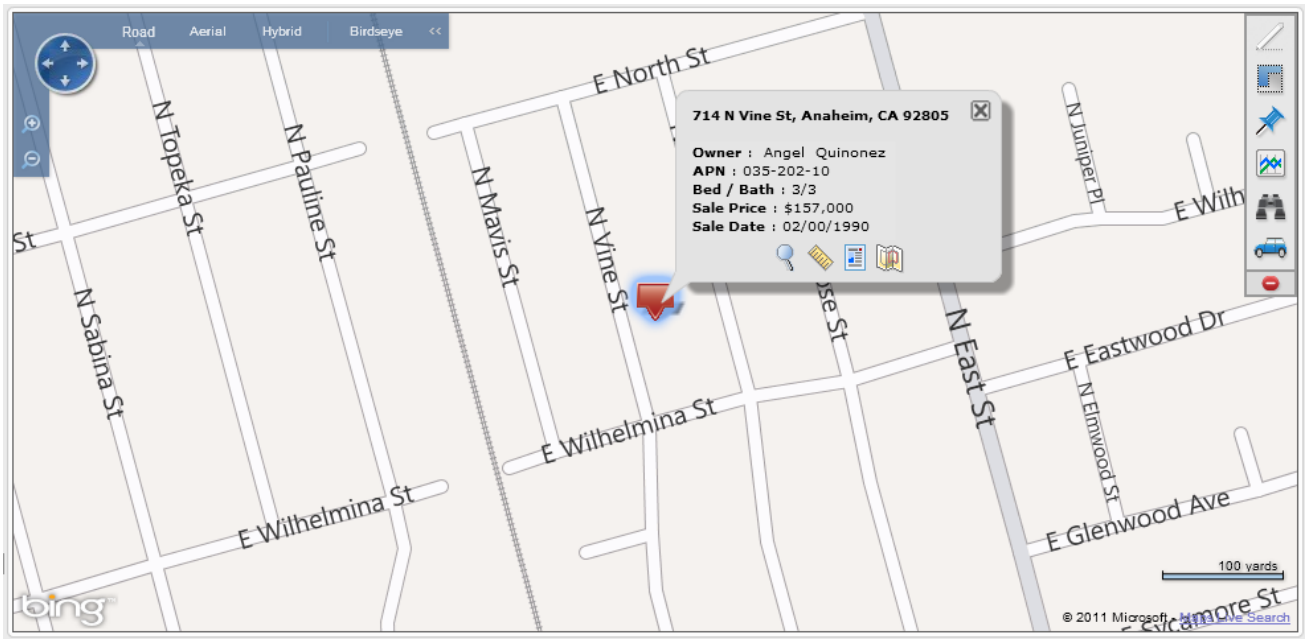
- The Delete window opens:



- Select the check box to the left of the Form/Search that you would like to delete. You can select multiple Form/Searches to delete more than one at a time.

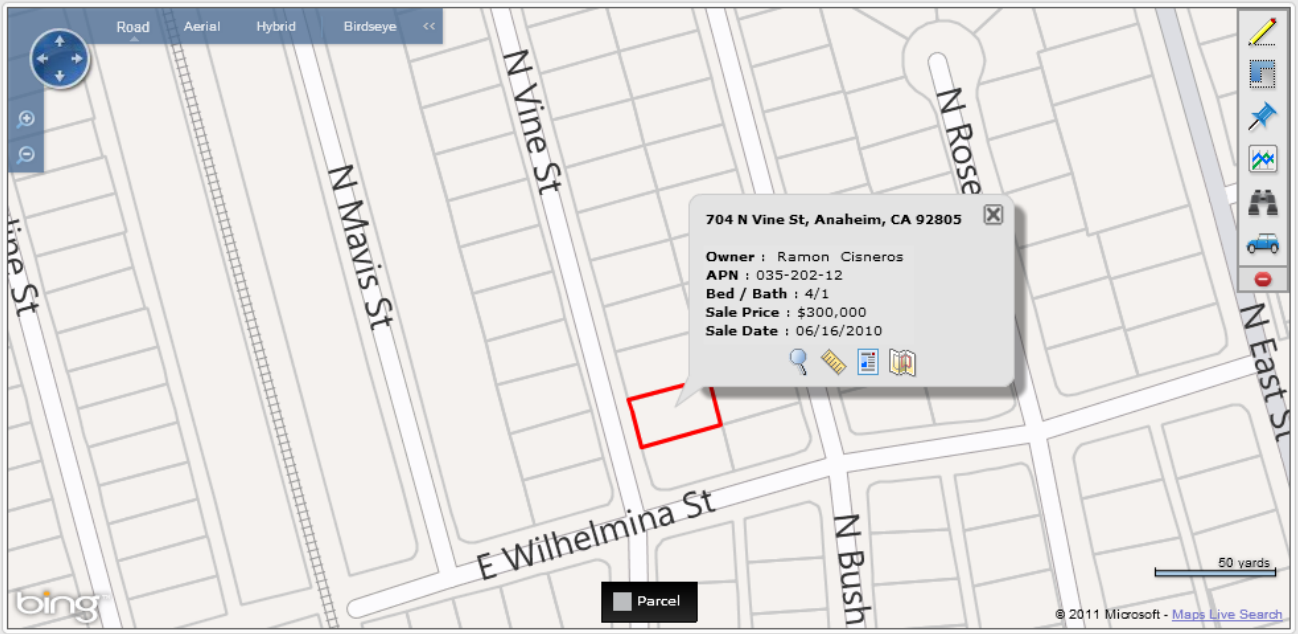
About the Realist Map

The Realist Map enhances your searches by allowing you to visually see the results of your search and zoom in to actual views of the property and its surrounding location. Search results appear on the Map as push pins. When you click a push pin, a hover box opens giving you an overview of the property and the ability to zoom in on the Map or run reports:



Quick Identify

You can also use the Quick Identify feature to find information on other properties with a click of the Map. When you click any area of the Map, Quick Identify will show you the parcel boundary (if boundaries are not on by default) and will also bring up the Property Detail hover box so you can get more information on the property:



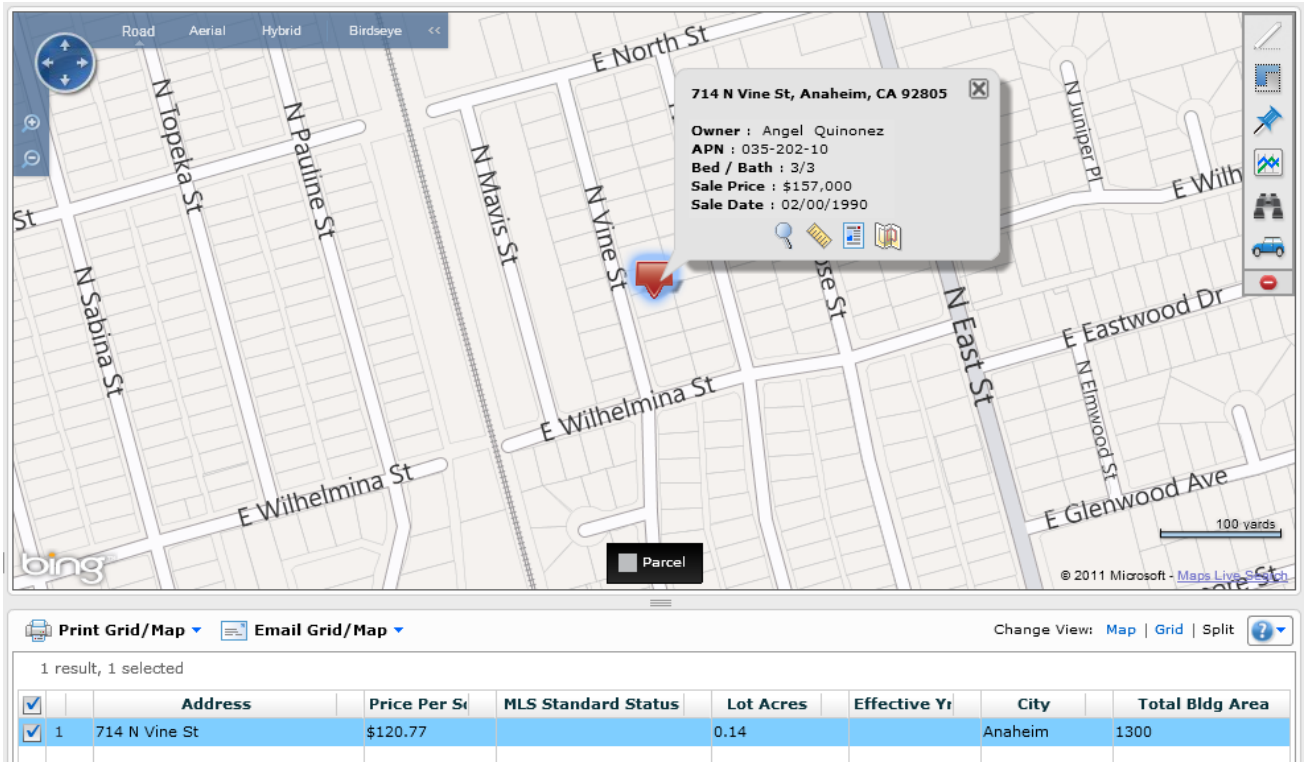
Property Detail and Quick Identify Hover Boxes

The Property Detail and Quick Identify hover boxes that appear when you select a property on the Map provide an overview of the property, including the:

- Address
- Owner
- APN/Folio/Tax ID
- Number of bedrooms and bathrooms
- Last sale date
- Quick Zoom link: Click this to zoom to a close-up, best view zoom level of the property location.
- View Report link: Click this link to bring up the Report window for the property to view the Property Detail, Comparables, Market Trends, Neighbors, and Neighborhood Profile reports and when available an Assessor Map, property images, and a Foreclosure report.

Mapped Properties and the Search Results Grid

The Map works seamlessly with the Search Results Grid – if you click a search result row in the grid, the Map automatically zooms to the area the property is located on the Map. Conversely, if you select a push pin on the Map, that property is selected on the Search Results Grid.



Ways to Use the Map

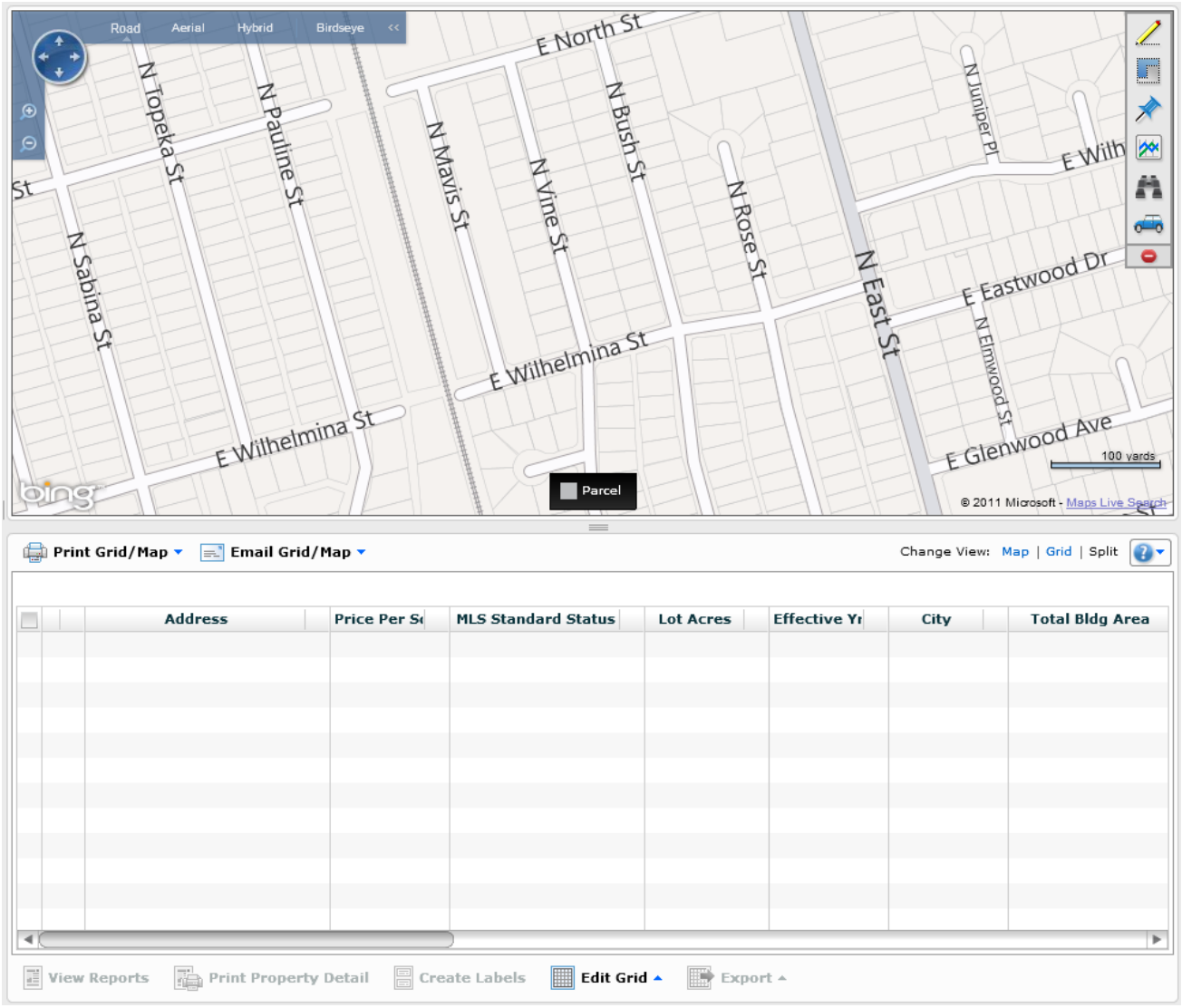
The Realist Map can be used to enhance searches you've already completed using My Search, or you may choose to start your search right from the Map. Some ways you might use the Map include the following:

- You've found a property using My Search and you'd like to take a closer look. The Map automatically zoomed to the property you found. You can check out the property using a birdseye view to virtually "walk around" the property and see what the outside and yard looks like.
- You want to search properties within a specific group of streets. You can draw a shape on the Map and perform a search within the boundaries of the shape.
- You just sold a property and want to do a targeted mailing to homeowners nearby. Zoom in to the property on the Map and use the rectangle tool to draw around the surrounding neighborhoods. Then, conduct a "shape search" to find all homes in the selected area and generate mailing labels directly from the search results.
- You have a particular area you are interested in, but only want properties within one mile of a school. You can find points of interest on the Map in the area, select the school, and use the circle tool to find all properties within a one mile radius of the school.

These are just a few examples of the many ways you can use the Map. As you read through this section and review the available tools, you'll likely think of many other ways you can use the Map in your own workflow.

Map Display

When you access Realist, the Map and the Search Grid Results both display on the right side of your web browser window. This is called Split view.



Split view is the default view, but you can also change it using the Change View options at the bottom of the Map:

- **Map**: Click this view to close the Search Results Grid and show only the Map.
- **Grid**: Click this view to close the Map and only show the Search Results Grid.
- **Split**: Click this option to view both the Map and Search Results Grid.

Property Views

The Realist Map contains different views that let you see different aspects about the properties you've selected on the Map:

- **Road**: This is a standard Map view that shows the roads and road names that are close to the property. This is the default view.
- **Aerial**: The aerial view is a satellite view of the property from above.
- **Hybrid**: The hybrid view shows an aerial view plus the roads and road names.
- **Birdseye**: The Birdseye view of a property shows an actual photograph of the area from above.

To change the property view, click the view option. The Map will adjust with the new display.

The currently selected view is indicated by an arrow beneath the view name:

Zoom Level and Views

You will notice as you use the Map that the level of zoom varies depending on what the current view is and what you are trying to do. You can zoom in on the Map using the zoom tools and move around on the Map using the arrow tools.

You can zoom in to a set zoom level in the Birdseye and Aerial views. When you hit the minimum zoom level, you can the zoom in further by selecting the property and clicking Quick Zoom on the hover box:

You can also use the scroll wheel on your mouse to zoom in (this feature is not supported for Firefox).

TIP: You'll also notice that certain zoom requirements must be met when using the Map tools. When this is the case, a message will appear, either as a popup dialog box or directly on the Map Toolbar, telling you to zoom in.

Returning to a Property

If you wandered away from your original property, it's simple to return. Click the original property on the Search Results Grid and the Map will automatically return that property.

Printing the Current Map View

When you print the Map, the current view is printed exactly as you see it, including any annotations you may have added.

Understanding Realist Map Tools

The Map tools allow you to customize the Map to give you a better perspective on a search area. This gives you the ability to visually scan important information about a property and its surrounding areas and also easily target properties in specific geographic areas.

Accessing the Map Tools

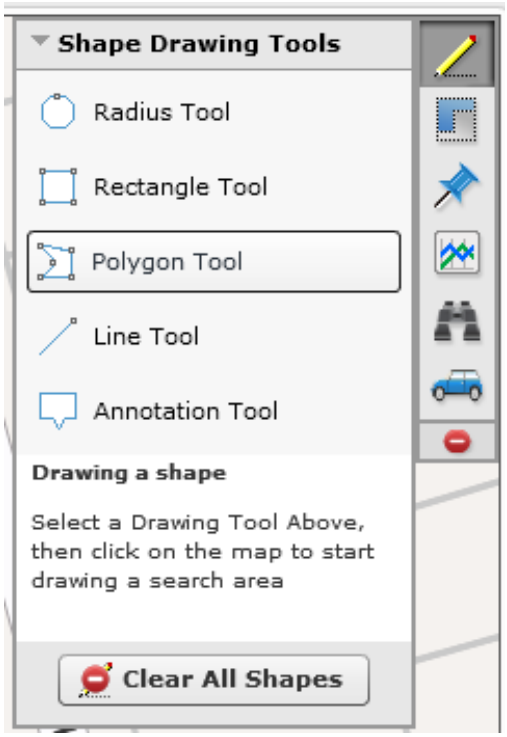
The Realist Map tools are available on the toolbar on the right side of the Map when you are in the Road view.

Click a tool to open the tool options. Each tool is described in the sections that follow.

TIP: You can display up to six combinations of Map boundaries and trend layers simultaneously. The number of items selected appears at the bottom of the Boundaries and Trends tool windows.

Drawing Tools

The drawing tools let you work directly on the Map to refine and enhance the area you are looking at:



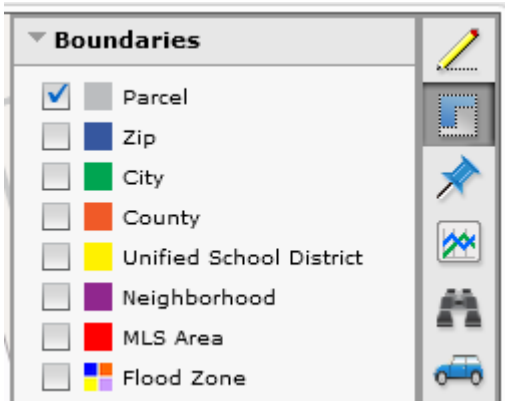
The following drawing tools are available:

- **Shape Tools**: The shape tools allow you to draw a circle, rectangle, or polygon around an area to focus a search within the shape area, find properties within a certain radius of a school or other point of interest, and measure distances. You can draw up to five shapes covering an area up to 6.875 miles.
- **Annotation Tool**: You can annotate the Map so a cloud appears near an area with any notes you want to appear on the Map when you print it.

Refer to Working with Drawing Tools for more information.

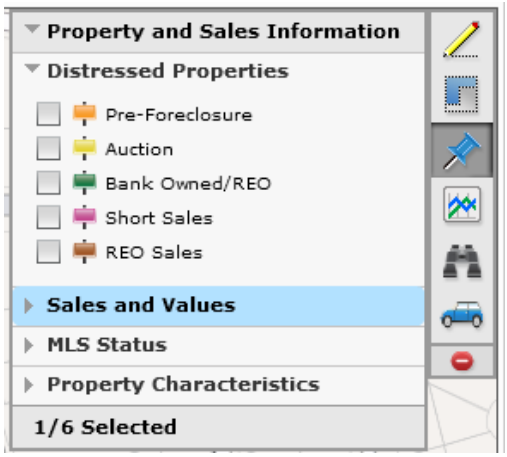
Boundaries

The Boundaries tool controls boundary lines that appear on the Map, including zip codes, county lines, parcel boundaries, school district boundaries, and even neighborhood boundaries:



Property and Sales Information

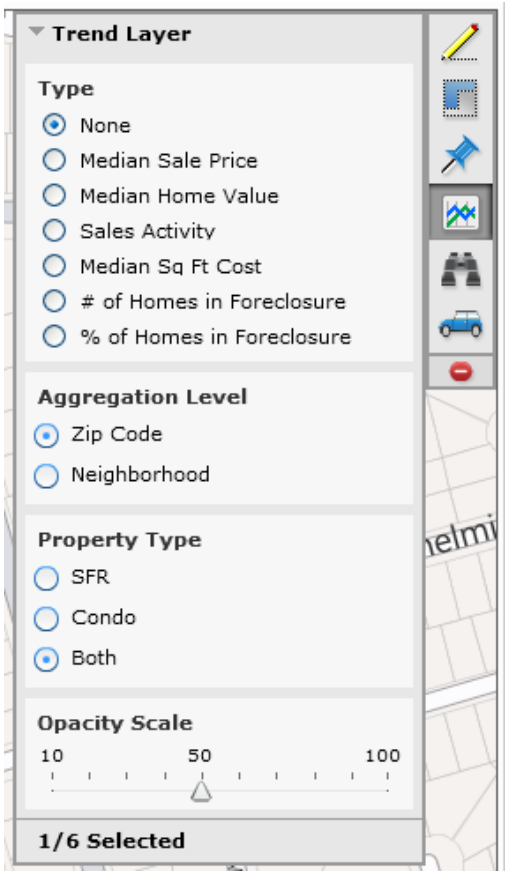
Property and Sales Information lets you display property information such as Foreclosures, MLS Listings, Recent Sales, and Property Characteristics on the Map to provide a holistic view of the activity in a given area. This information is especially helpful when conducting searches using the Map or to show activity around a subject property.



Refer to Displaying Sales and Listing Data on the Realist Map for complete details.

Trends

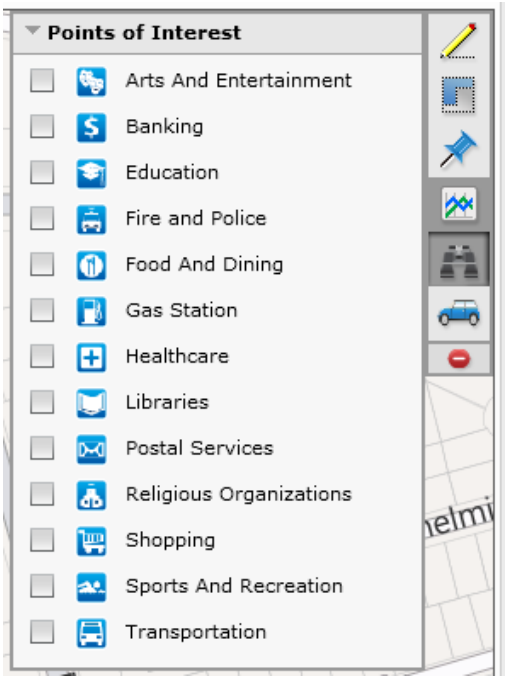
The Trends tool gives you a quick view into the sales and market trends for a particular area – either by zip code or neighborhood:



Refer to Researching Market Trends for complete details.

Points of Interest

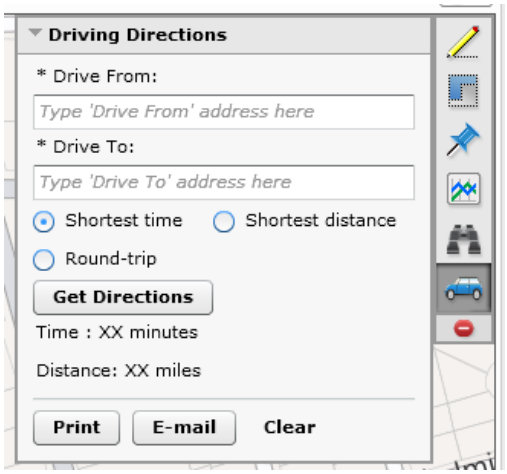
The Points of Interest tool helps you quickly locate points of interest in a particular area, or near a particular property, including things like banks, schools, restaurants, gas stations, and many more. You can use this tool in conjunction with drawing tools to measure distances or points within a radius.



Refer to Finding Points of Interest for details.

Driving Directions

The Driving Directions tool lets you quickly find directions to a specific address and print or email them to yourself or a client. This tool helps you go directly from your research to your car and off to the property.



Refer to Finding Driving Directions for details.

Viewing Property and Location Boundaries on the Map

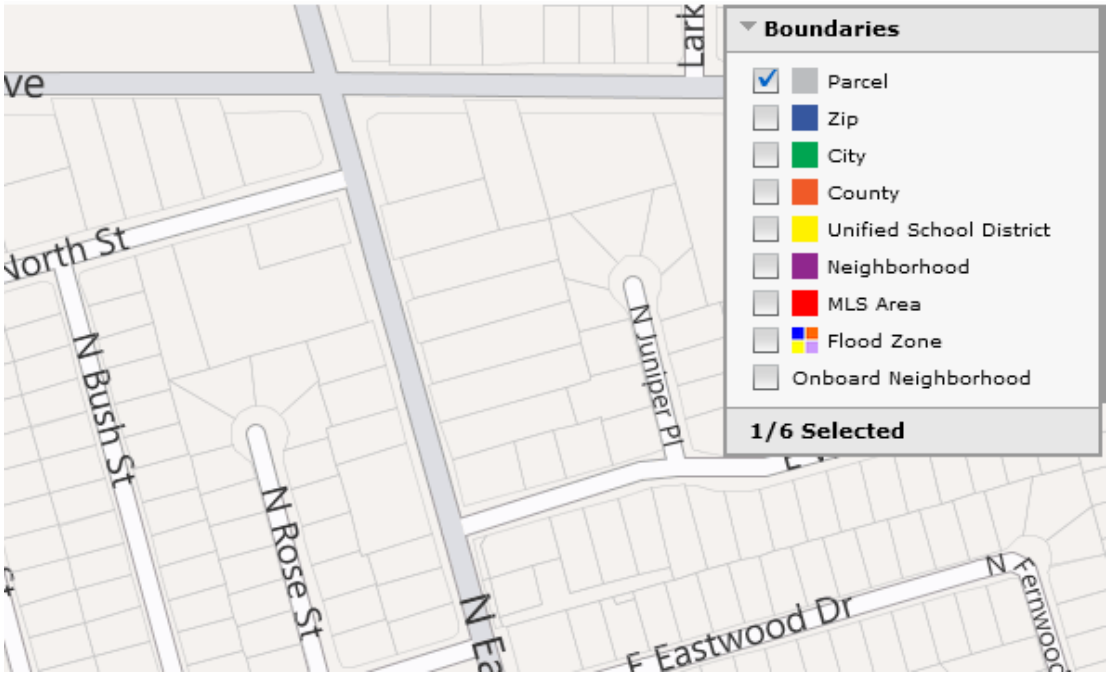
The Boundaries tool controls what boundaries you see on the Map. This is a useful tool for checking to ensure a property is exactly where you want it to be if you need it to fall within school boundaries or within a certain zip code, for example.

Available Boundary Views

There are four standard boundary views that you will always have – Parcel, Zip Code, City, and County. School District (Unified, elementary, or Secondary), and Common Neighborhood (when available) are configured by your MLS system administrator.

Parcel

When the parcel boundary is turned on, the property lines for all parcels appear:

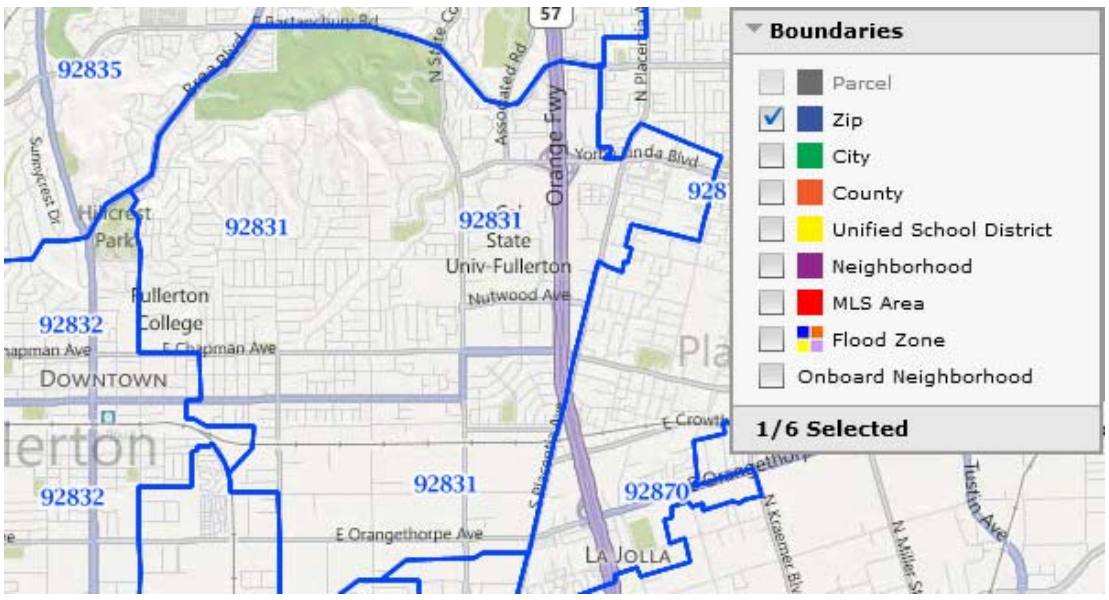


TIP: To view boundaries, you must be zoomed in to the Map. If you are viewing a very large area the boundary lines will not appear.

You can set Parcel view as the default view in your user preferences. Refer to Setting Your User Preferences for details.

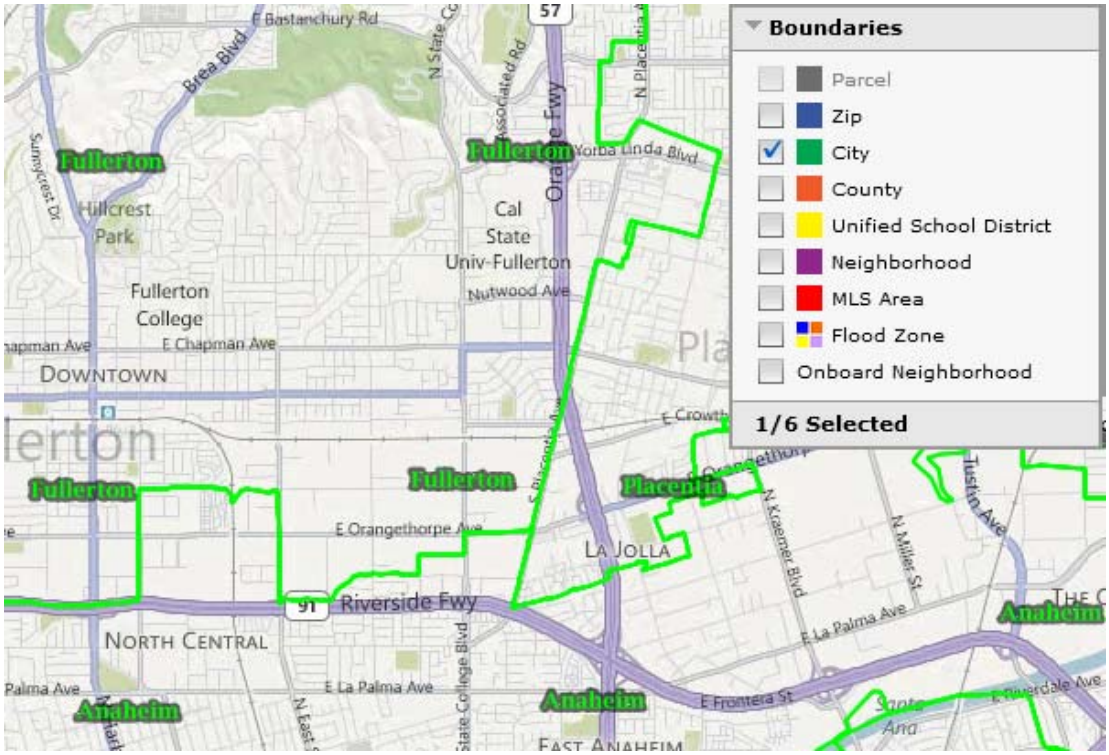
Zip Code

This option displays the zip code boundaries for the area. You may need to zoom out to see these boundaries:



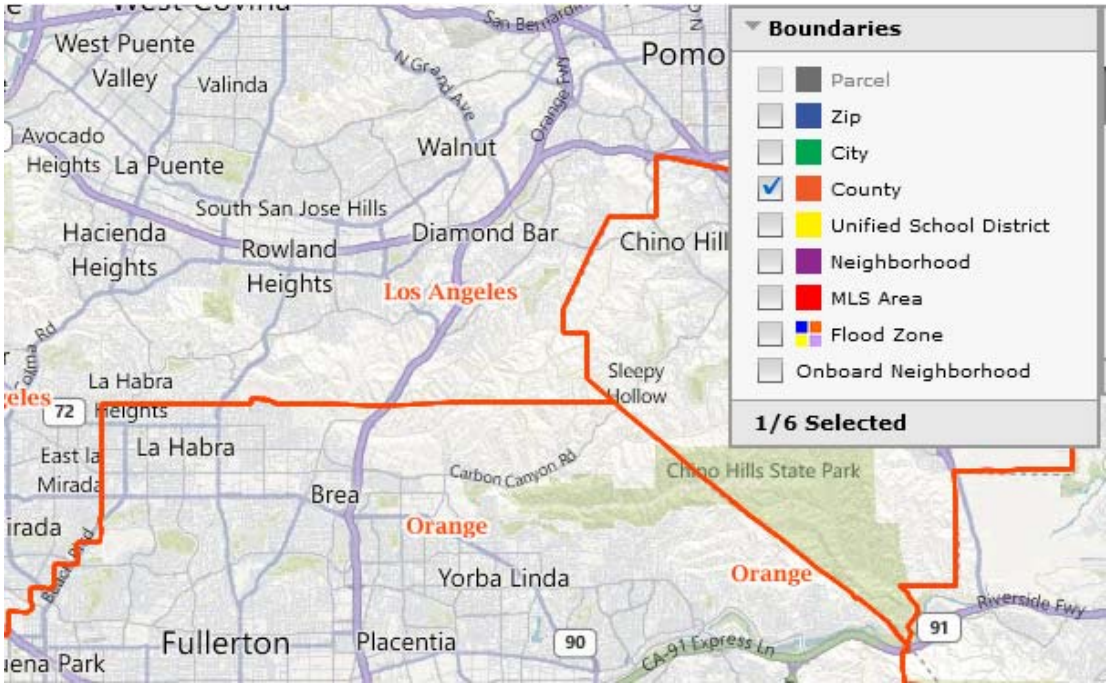
City

The City boundaries option shows the city lines:



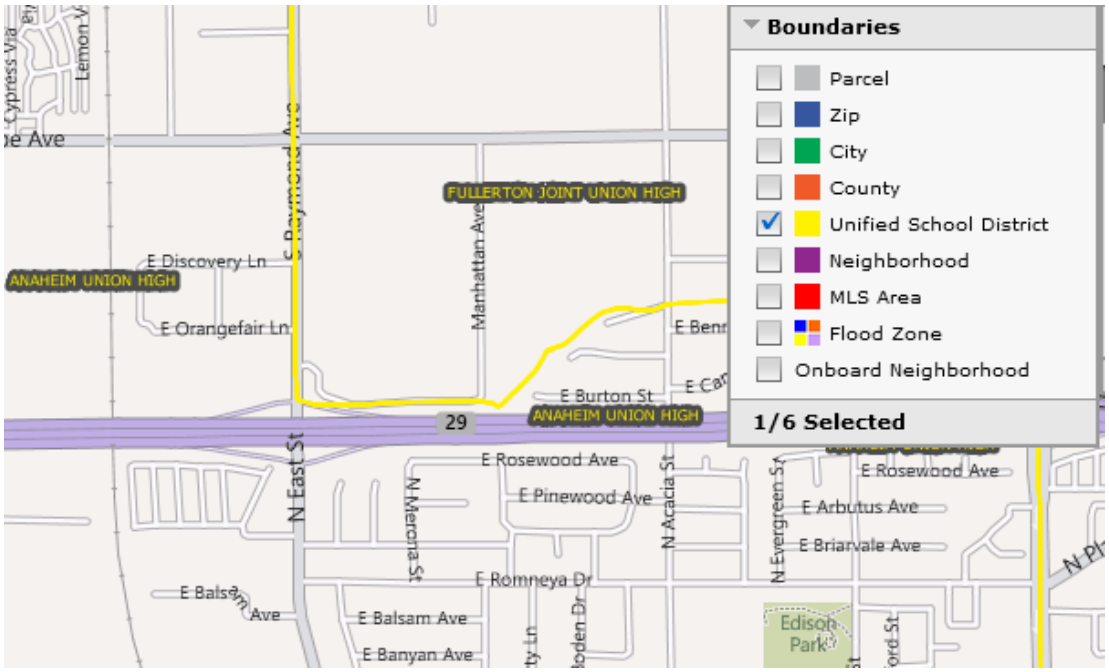
County

The County boundaries option shows the county lines:



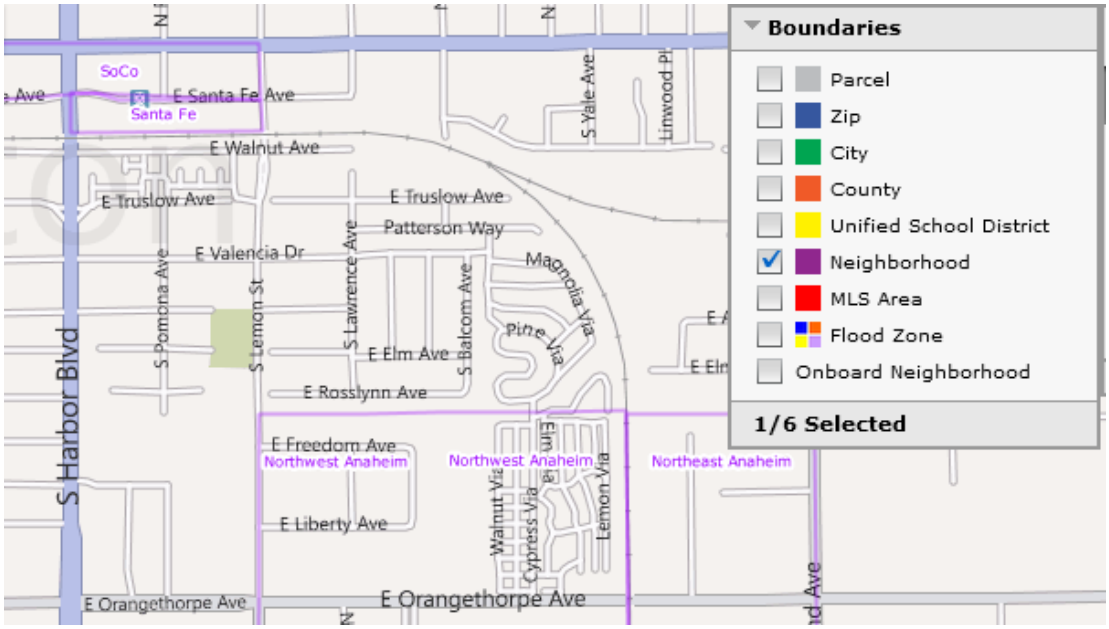
Unified School District

This option shows all elementary and high school boundaries:



Neighborhood

This view shows the neighborhood boundaries, if available. Urban areas are more likely to have these boundaries:



To Turn on a Boundary

1. On the Map Toolbar, click the Boundaries icon.
2. Select one or more boundaries you would like to display. You may need to zoom in or out on the Map to see the desired boundary. As you select each boundary, it will appear on the Map.

NOTE: You can select up to six boundaries.

To Turn Off a Boundary

- To turn off one or more boundaries, open the Boundaries tool and click the boundary check box to deselect it OR
- Click the Clear All button at the bottom of the Map Toolbar.

Using Quick Identify

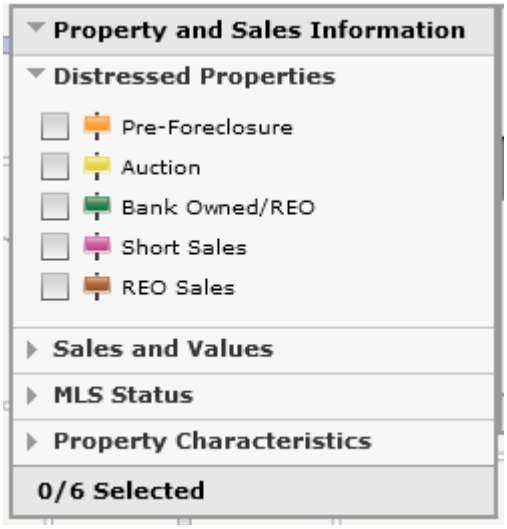
You can always quickly view a parcel boundary by clicking any area of the Map. This also brings up the property detail hover box where you can view owner information and access the Quick Zoom and Reports links for the parcel or property.

Displaying Property and Sales Information on the Realist Map

The Property and Sales Information tool lets you display property information such as Foreclosures, MLS Listings, Recent Sales, and Property Characteristics on the Map to provide a holistic view of the activity in a given area. This information is especially helpful when conducting searches using the Map or to show activity around a subject property.

There are five categories of property and sales information. You can view six layers of data simultaneously.

Distressed Properties
This category offers the stages of foreclosure as well as short sales. When you select this option, distressed properties will be indicated on the Map with the appropriate icon:



NOTE: These properties may have a Foreclosure report available in the View Report window

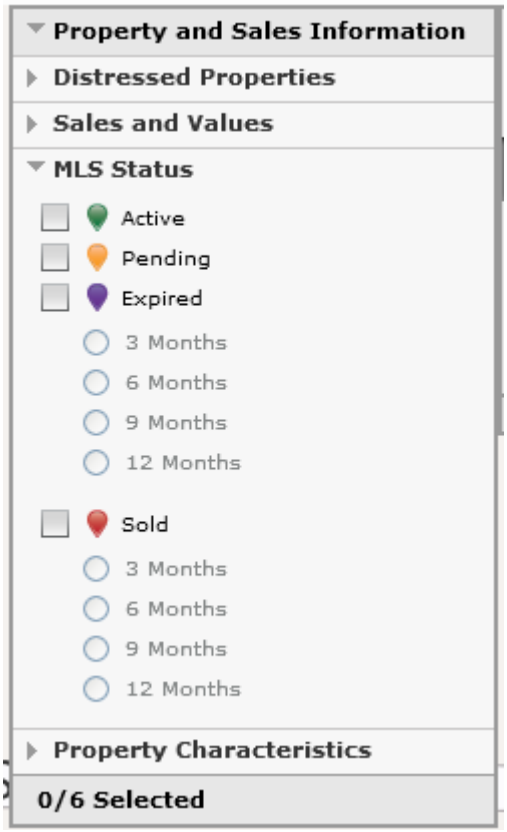
- Pre-foreclosure: Pre-foreclosed properties still belong to the owner. The lender has just begun the foreclosure process due to a default on loan payments.
- Auction: If the owner is unable to make the necessary payments or sell the property, it goes to a public auction.
- Bank Owned (REO): A Bank owned, or Real Estate Owned (REO) property has not been sold at auction and is now in the possession of the lender.
- Short Sale: A short sale is a property that is in foreclosure but is up for sale by the lender before it goes to auction. The lender must agree to accept less than the amount that is owned on the property.

- Bank Owned: A distressed bank owned property is one that has been repossessed by the lender but has not gone through the foreclosure process.

Sales and Values
This category offers CoreLogic sales in the last 3, 6, 9, or 12 months and AVM layers:

NOTE: Our AVM's provide reliable and realistic valuations of property values based on existing data, such as the current listing and recent sales, and rolls it into a valuation that you can use when listing or making an offer on a property.

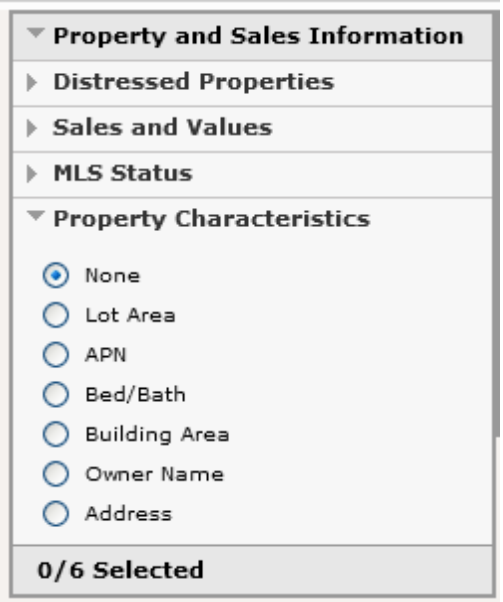
MLS Status
This category offers listings by MLS status and MLS sales within the last 3, 6, 9, or 12 months:



- Active: the seller is soliciting offers through the MLS and no offer has yet been accepted.
- Pending: The seller has accepted an offer and is no longer soliciting offers through the MLS.
- Expired: The seller is not soliciting offers through the MLS because the time frame of the listing contract has run out.

NOTE: In some cases this data may be more current than the county tax record data.

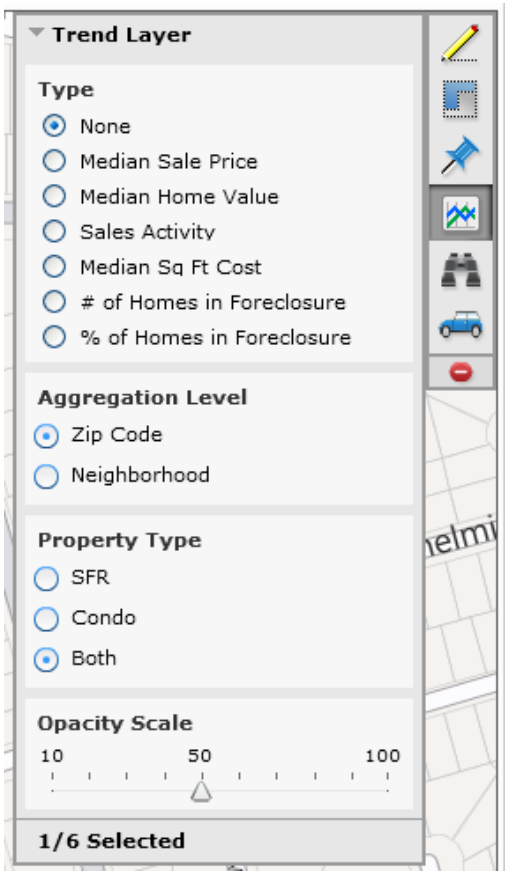
Property Characteristics
This category contains labels that you can show one at a time to indicate various things about the property, including:



Researching Market Trends

The Market Trends tool lets you view market trends that will give you key data for your pricing and listing activities directly on the Map. You can view trends across large areas and you can also get a detail view of actual values for a selected zip code or neighborhood. This tool makes it easier for consumers to understand what is happening in a market area.

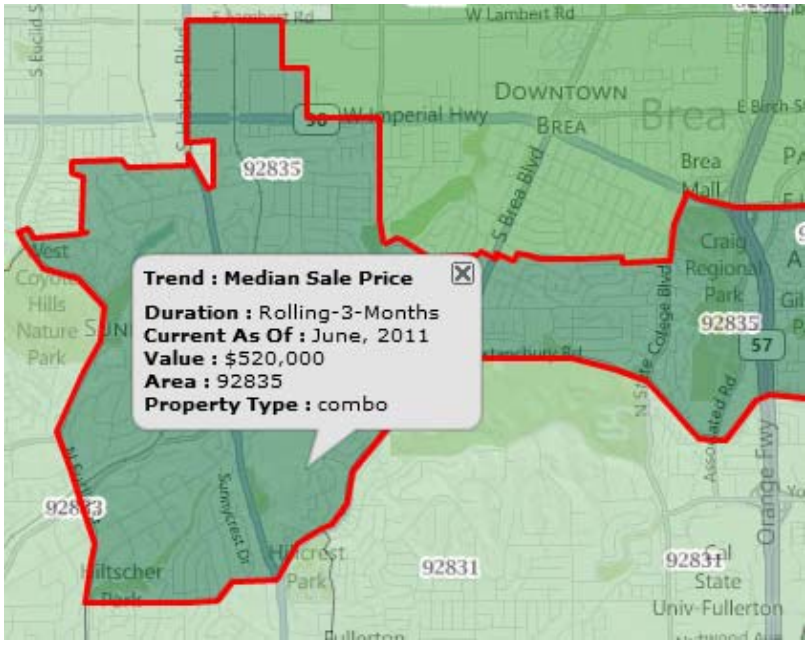
To Turn on Market Trends



1. On the Map Toolbar, select the Trends icon, shown above.
2. The Trend Layer window opens. Select one of the following Trend options:
    - **Aggregation Level:** Select whether to show market trends by zip code or by neighborhood.
    - **Property Type**: Select the type of properties you want to view trends for – either single family residence (SFR), condo, or both.
    - **Opacity Scale:** Select the opacity of the colors that will appear on the Map showing the trends. 100% is solid and 10% is almost completely see through, allowing you to see all the road names and any other information currently displayed on the Map.
    - **Trend Type:** Select the type of trend you would like to show. You can only view one trend at a time.After you select the trend, it will appear on the Map.

Getting Actual Values for a Zip Code or Neighborhood

To get the specific values for the trend for a zip code or neighborhood, hold the CTRL key down on your keyboard and single click on the area. A trend detail box opens:



Running a Report

There are two ways to run a report:

- From the Search Results Grid
- From the Realist Map

To Run a Report from the Search Results Grid

- On the Search Results Grid, select the properties for which you would like to run reports and double-click on the row OR Click **View Reports**:

- The Property Detail Report for the first selected property opens.
- Click a different report tab to view a report for the current property, or “X” to close and to move on to view reports for another property.

To Run a Report from the Realist Map

- On the Map, click the push pin for the property. A property information hover box opens
    - Click **View Reports**. The Detail Report for the property opens.
    - Click a different report tab to view another report for the current property.

Printing, Saving, and Emailing Reports

A PDF version of the report can be generated to print, save, or email.

To Print, Save, or Email a Report

- Select a property and open the Report Window for the report.
- Click the **Print**, **Save**, or **Email** button at the bottom of the page:

- Select one of the following options from the Print, Save, or Email menu:
    - **Quick**: Select this option to generate a PDF version of the current report. For example, if you are viewing the Neighbor report and you select **Print > Quick**, a PDF version of the Neighbor report will be generated, which you can then print.
    - **Custom**: Select this option to select the reports and/or specific fields that you would like to include in the PDF. For example, if you are viewing the Neighbor report and you select **Print > Custom**, a window will open where you can select exactly what you want to appear in the PDF (by default, all reports and all fields are selected to appear in the PDF):

TIP: The Custom window will remember your settings from the previous time you printed, saved, or emailed the custom report.

- Clear the checkboxes for any reports you do not want to appear in the PDF AND/OR clear any fields that you do not want to appear in the PDF.

- Click **OK**

The following report tabs appear when you open the report view for a property or group of properties:

By default the Property Detail report is open, but you can tab through the list to view other reports for the current property. Each report is described below:

- Property Detail: View a comprehensive snapshot of a property characteristics, ownership information, sales history, and much more.
- Comparables: Locate other properties that are similar to the property you are viewing to use in support of a list price recommendation.
- Market Trends: Analyze charts, graphs, and other visuals on the current market trends for the property's location.
- Neighbors: Find all the neighbors located within a user-specified radius of a property.
- Neighborhood Profile: Take an in-depth look at the neighborhood for the property, including the people (population), the housing statistics, quality of life information, and schools and other areas of interest.
- Foreclosure: View foreclosure status and details, if the property is currently in any stage of foreclosure.
- Assessor Map: If an Assessor Map of the property is available you can view the Map in a separate Map viewer tool.
- Document Images: If any document images related to the property are available you can view the images in a special image viewer tool.
- Flood Map: If a Flood Map of the areas is available you can view the Map in a separate Flood Map viewer tool.

Each report is described in detail in the sections that follow.

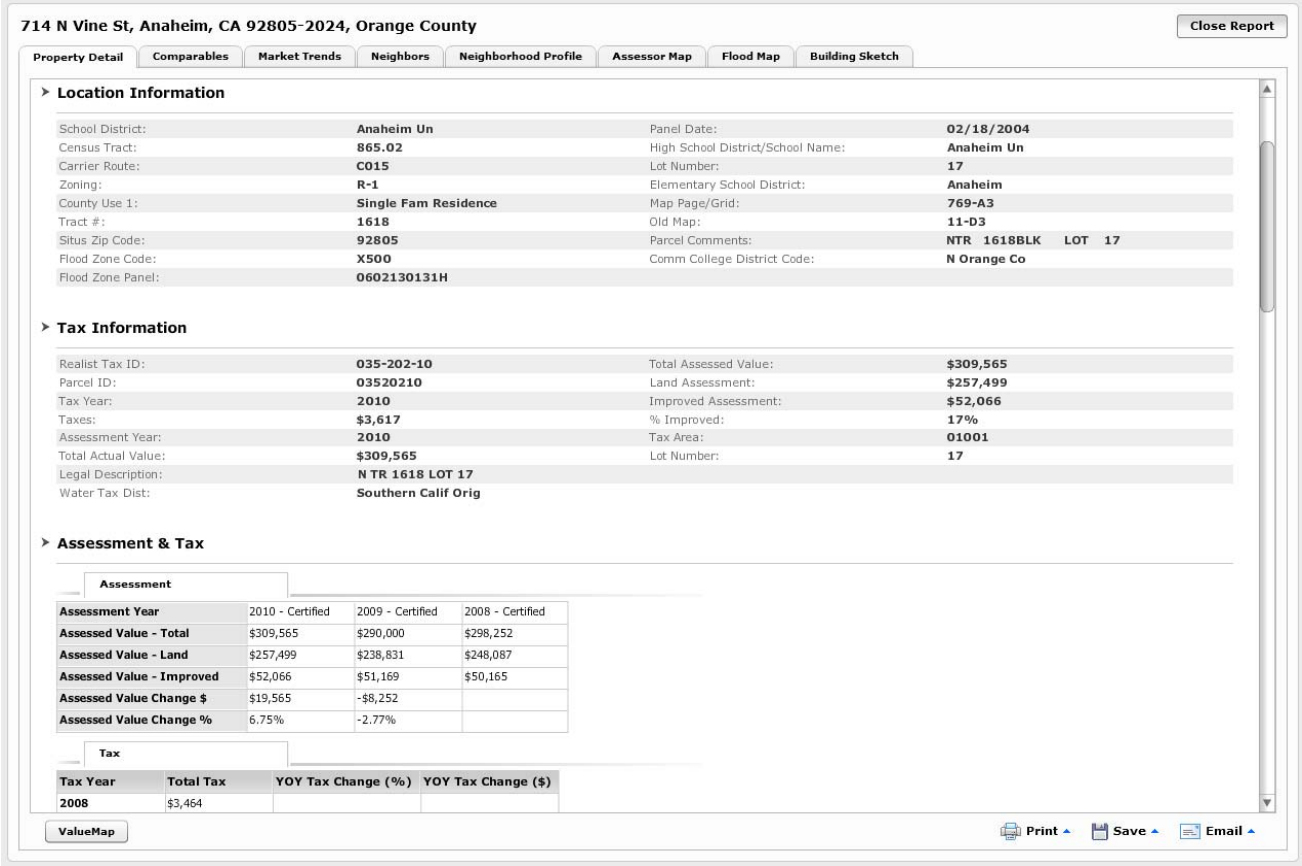
NOTE: Reports and default report settings can be customized by your MLS Administrator, so all reports may not appear exactly as they are described in this user guide.

Configuring Reports

The Property Detail, Comparables, Neighborhood Profile, Neighbors, and Market Trends reports have options that you can configure in your user preferences. Each report description includes the options you can configure.

Property Detail Report

The Property Detail report is a comprehensive report that summarizes all the information related to the property, including owner, location, tax, history, property characteristics, and listing information. Information is categorized by owner information, location information, tax information, assessment and tax, characteristics, market sale and sale history, listing data, mortgage history, foreclosure history, owner transfer, and features.


714 N Vine St, Anaheim, CA 92805-2024, Orange County
Close Report
Property Detail
Comparables
Market Trends
Neighbors
Neighborhood Profile
Assessor Map
Flood Map
Building Sketch
Location Information
School District: Anaheim Un
Census Tract: 865.02
Carrier Route: C015
Zoning: R-1
County Use 1: Single Fam Residence
Tract #: 1618
Situs Zip Code: 92805
Flood Zone Code: X500
Flood Zone Panel: 0602130131H
Panel Date: 02/18/2004
High School District/School Name: Anaheim Un
Lot Number: 17
Elementary School District: Anaheim
Map Page/Grid: 769-A3
Old Map: 11-D3
Parcel Comments: NTR 1618BLK LOT 17
Comm College District Code: N Orange Co
Tax Information
Realist Tax ID: 035-202-10
Parcel ID: 03520210
Tax Year: 2010
Taxes: $3,617
Assessment Year: 2010
Total Actual Value: $309,565
Legal Description: N TR 1618 LOT 17
Water Tax Dist: Southern Calif Orig
Total Assessed Value: $309,565
Land Assessment: $257,499
Improved Assessment: $52,066
% Improved: 17%
Tax Area: 01001
Lot Number: 17
Assessment & Tax
Assessment
Assessment Year | 2010 - Certified | 2009 - Certified | 2008 - Certified
Assessed Value - Total | $309,565 | $290,000 | $298,252
Assessed Value - Land | $257,499 | $238,831 | $248,087
Assessed Value - Improved | $52,066 | $51,169 | $50,165
Assessed Value Change $ | $19,565 | -$8,252
Assessed Value Change % | 6.75% | -2.77%
Tax
Tax Year | Total Tax | YOY Tax Change (%) | YOY Tax Change ($)
2008 | $3,464
ValueMap
Print
Save
Email

Configuring the Property Details Report

There are two options for the Property Details Report that you can configure in your user preferences:

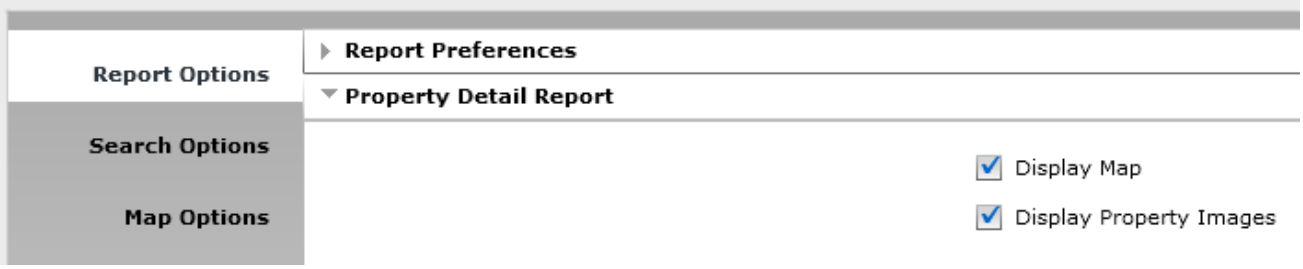
- Include Photos(when available): By default the Property Details report does not include photos. You can set this report to display photos when they are available and up to five thumbnail photos of the property will appear at the top of the report.
- Display Map: By default the report does not include the Realist Map. Selecting this option will include the Map and the selected property on the report.

To configure the report:

- Click Preferences on the Realist taskbar:

The Preferences window opens.

- Click Configure Reports and then Property Detail Report. The Property Detail Report preferences open:



- Select the options for the report:

Option	Description
Display Map	Select this check box to display the Realist Map on the report.
Display Property Images	Select this check box to display any images associated with the property on the report.

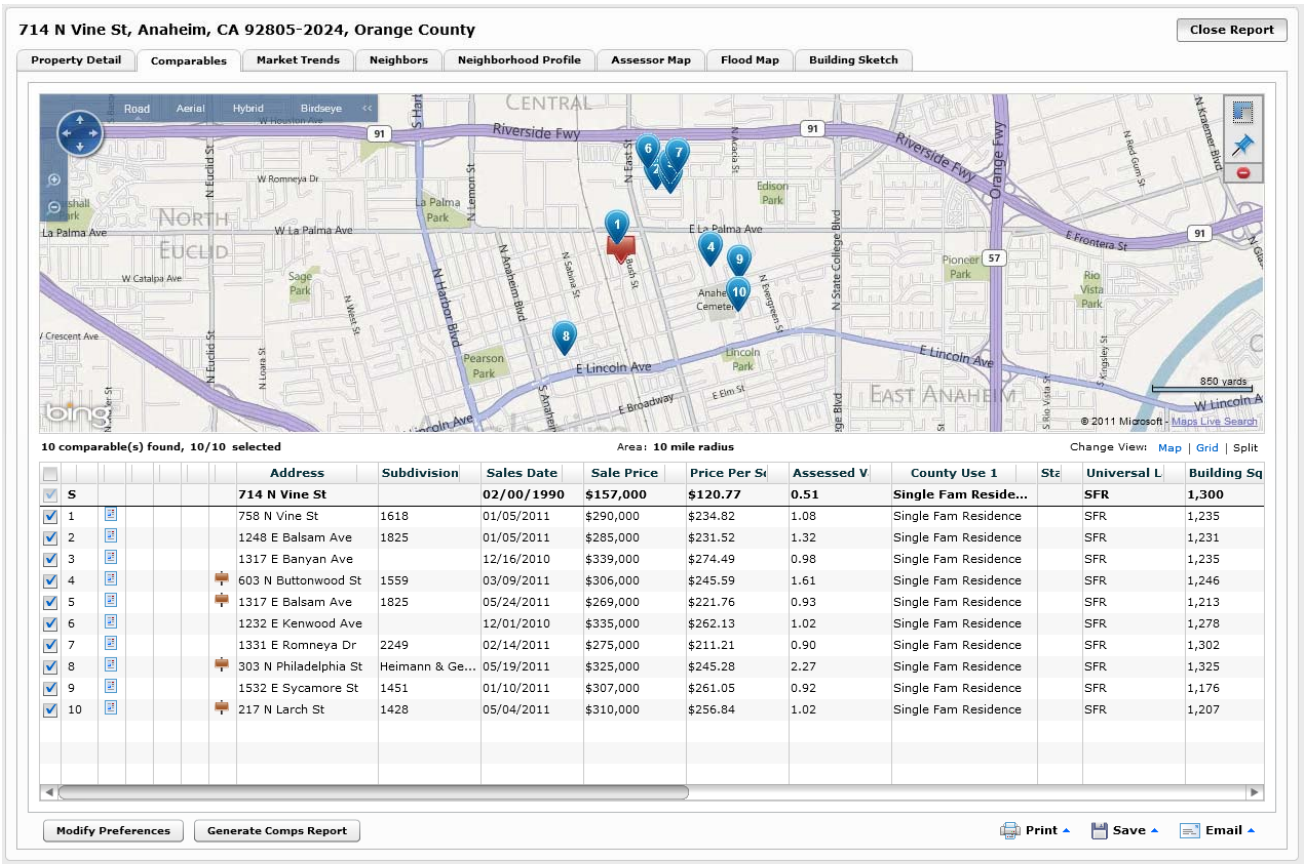
- Click Submit to save your changes for the next time you run your report.

Comparables

Run this “Comps” report to find other properties that are similar to the property you are viewing. This is helpful for your listing and pricing activities. For this report, you can even toggle between Map views of the comparable properties, finding the one that best presents the information you want to communicate in your report.Running this report is a two step process.

Step One: Review the Search Results Properties

First, you run the report and review the properties that are returned:



		Address	Subdivision	Sales Date	Sale Price	Price Per Sq	Assessed V	County Use 1	Sta	Universal L	Building Sq
S		714 N Vine St		02/00/1990	$157,000	$120.77	0.51	Single Fam Reside...		SFR	1,300
1		758 N Vine St	1618	01/05/2011	$290,000	$234.82	1.08	Single Fam Residence		SFR	1,235
2		1248 E Balsam Ave	1825	01/05/2011	$285,000	$231.52	1.32	Single Fam Residence		SFR	1,231
3		1317 E Banyan Ave		12/16/2010	$339,000	$274.49	0.98	Single Fam Residence		SFR	1,235
4		603 N Buttonwood St	1559	03/09/2011	$306,000	$245.59	1.61	Single Fam Residence		SFR	1,246
5		1317 E Balsam Ave	1825	05/24/2011	$269,000	$221.76	0.93	Single Fam Residence		SFR	1,213
6		1232 E Kenwood Ave		12/01/2010	$335,000	$262.13	1.02	Single Fam Residence		SFR	1,278
7		1331 E Romneya Dr	2249	02/14/2011	$275,000	$211.21	0.90	Single Fam Residence		SFR	1,302
8		303 N Philadelphia St	Heimann & Ge...	05/19/2011	$325,000	$245.28	2.27	Single Fam Residence		SFR	1,325
9		1532 E Sycamore St	1451	01/10/2011	$307,000	$261.05	0.92	Single Fam Residence		SFR	1,176
10		217 N Larch St	1428	05/04/2011	$310,000	$256.84	1.02	Single Fam Residence		SFR	1,207

Step Two: Refine the List

If your search returned a large number of comparable properties, you can work with the results right in the report to refine the comps you'll generate on the final report. You can:

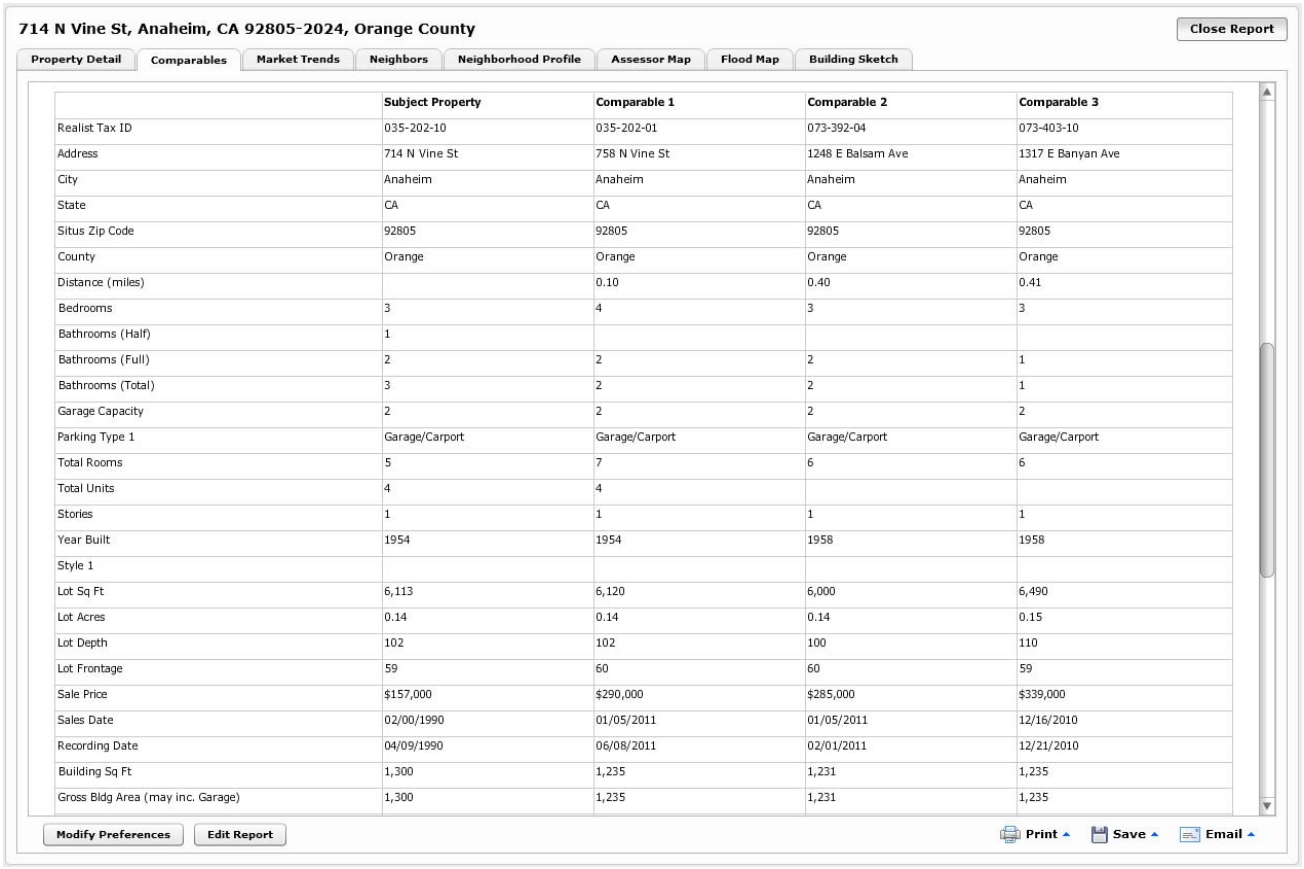
- Review and deselect any properties you don't want to include OR
- You can click **Modify Comparables Search Preferences** to change the criteria that were used to run the initial report and regenerate new output (see next section for details on report preferences).

In the screen shot below, several properties have been removed from the list:

				Address	Subdivision	Sales Date	Sale Price	Price Per Sq	Assessed V	County Use 1	Sta	Universal L	Building Sq
S				714 N Vine St		02/00/1990	$157,000	$120.77	0.51	Single Fam Reside...		SFR	1,300
☑	1			758 N Vine St	1618	01/05/2011	$290,000	$234.82	1.08	Single Fam Residence		SFR	1,235
☑	2			1248 E Balsam Ave	1825	01/05/2011	$285,000	$231.52	1.32	Single Fam Residence		SFR	1,231
☑	3			1317 E Banyan Ave		12/16/2010	$339,000	$274.49	0.98	Single Fam Residence		SFR	1,235
☐				603 N Buttonwood St	1559	03/09/2011	$306,000	$245.59	1.61	Single Fam Residence		SFR	1,246
☐				1317 E Balsam Ave	1825	05/24/2011	$269,000	$221.76	0.93	Single Fam Residence		SFR	1,213
☑	4			1232 E Kenwood Ave		12/01/2010	$335,000	$262.13	1.02	Single Fam Residence		SFR	1,278
☑	5			1331 E Romneya Dr	2249	02/14/2011	$275,000	$211.21	0.90	Single Fam Residence		SFR	1,302
☐				303 N Philadelphia St	Heimann & Ge...	05/19/2011	$325,000	$245.28	2.27	Single Fam Residence		SFR	1,325
☐				1532 E Sycamore St	1451	01/10/2011	$307,000	$261.05	0.92	Single Fam Residence		SFR	1,176
☐				217 N Larch St	1428	05/04/2011	$310,000	$256.84	1.02	Single Fam Residence		SFR	1,207

Step Three: View the Report

When you are ready to view the final report, click **View Report.** The Comparables report opens:



	Subject Property	Comparable 1	Comparable 2	Comparable 3
Realist Tax ID	035-202-10	035-202-01	073-392-04	073-403-10
Address	714 N Vine St	758 N Vine St	1248 E Balsam Ave	1317 E Banyan Ave
City	Anaheim	Anaheim	Anaheim	Anaheim
State	CA	CA	CA	CA
Situs Zip Code	92805	92805	92805	92805
County	Orange	Orange	Orange	Orange
Distance (miles)		0.10	0.40	0.41
Bedrooms	3	4	3	3
Bathrooms (Half)	1			
Bathrooms (Full)	2	2	2	1
Bathrooms (Total)	3	2	2	1
Garage Capacity	2	2	2	2
Parking Type 1	Garage/Carport	Garage/Carport	Garage/Carport	Garage/Carport
Total Rooms	5	7	6	6
Total Units	4	4		
Stories	1	1	1	1
Year Built	1954	1954	1958	1958
Style 1				
Lot Sq Ft	6,113	6,120	6,000	6,490
Lot Acres	0.14	0.14	0.14	0.15
Lot Depth	102	102	100	110
Lot Frontage	59	60	60	59
Sale Price	$157,000	$290,000	$285,000	$339,000
Sales Date	02/00/1990	01/05/2011	01/05/2011	12/16/2010
Recording Date	04/09/1990	06/08/2011	02/01/2011	12/21/2010
Building Sq Ft	1,300	1,235	1,231	1,235
Gross Bldg Area (may inc. Garage)	1,300	1,235	1,231	1,235

Configuring the Comparables Report

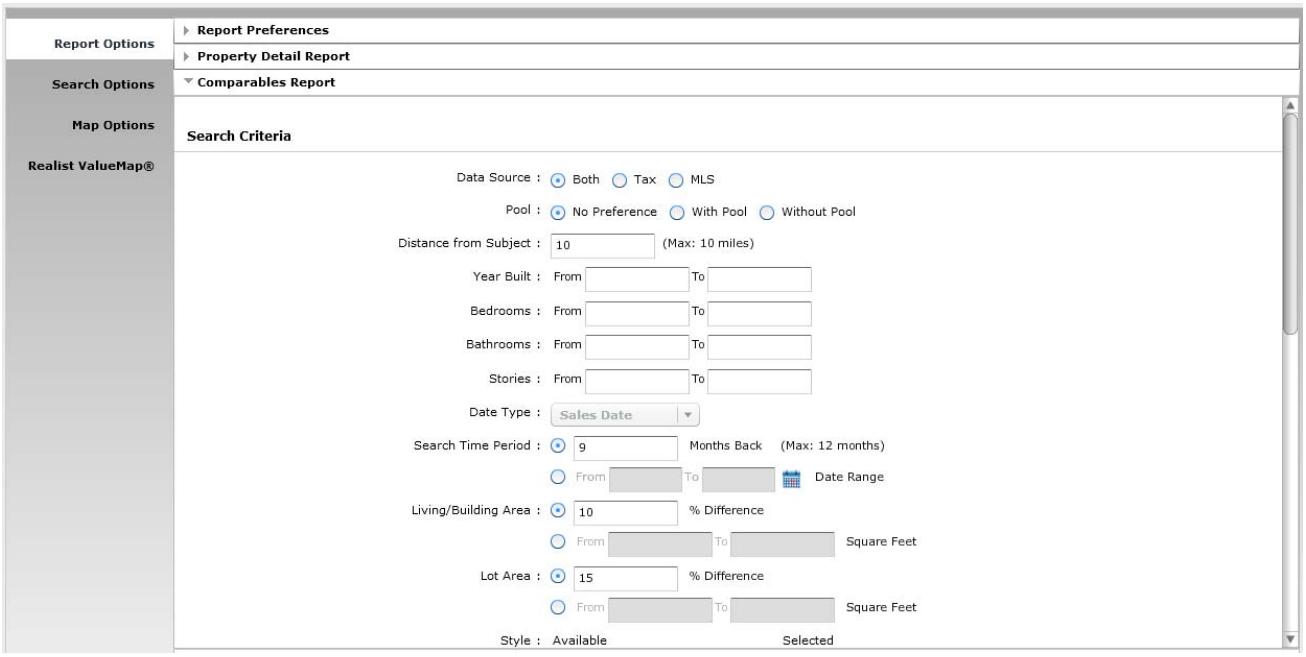
You can configure two areas of setting for the Comparables report:

- **Report Format:** You can select the number of comparable properties that will appear, whether to include a summary of the comparable property statistics, the sort method, and whether or not to display the Map and pictures of the comparable property.
- **Search Criteria**: You can select from a full set of criteria that will control what comparable properties will be returned in the report results.

To configure the report:

- Click **Preferences** on the Realist taskbar:

- The Preferences window opens. Click **Configure Reports** and then **Comparable Property Reports** OR
- Click the **Configure Preferences** link within a Comparables report.
- The Comparables Report Preferences open:


Report Options
Search Options
Map Options
Realist ValueMap®
Report Preferences
Property Detail Report
Comparables Report
Search Criteria
Data Source : Both Tax MLS
Pool : No Preference With Pool Without Pool
Distance from Subject : 10 (Max: 10 miles)
Year Built : From To
Bedrooms : From To
Bathrooms : From To
Stories : From To
Date Type : Sales Date
Search Time Period : 9 Months Back (Max: 12 months)
From To Date Range
Living/Building Area : 10 % Difference
From To Square Feet
Lot Area : 15 % Difference
From To Square Feet
Style : Available Selected

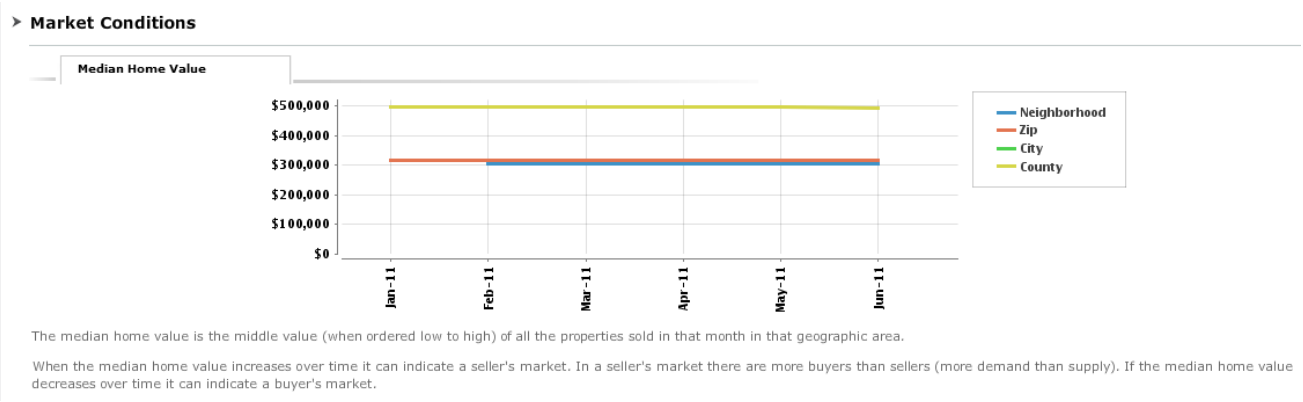
- Select the preferences for the report.
- Click **Submit** to save and apply the changes and close the preferences window.

Market Trends

The Market Trends report presents a visual perspective on current market trends for the location of and surrounding areas for the current property. The report provides a mix of tax and MLS data if you are part of an MLS that provides this type of data. The report provides data on trends to help you determine where the market has been in a particular geographical region. The report displays graphs on Market Conditions, Distressed Properties, and Financial Health.

Market Conditions

The Market Conditions section includes graphs on home values and listings, and sales prices and activity:

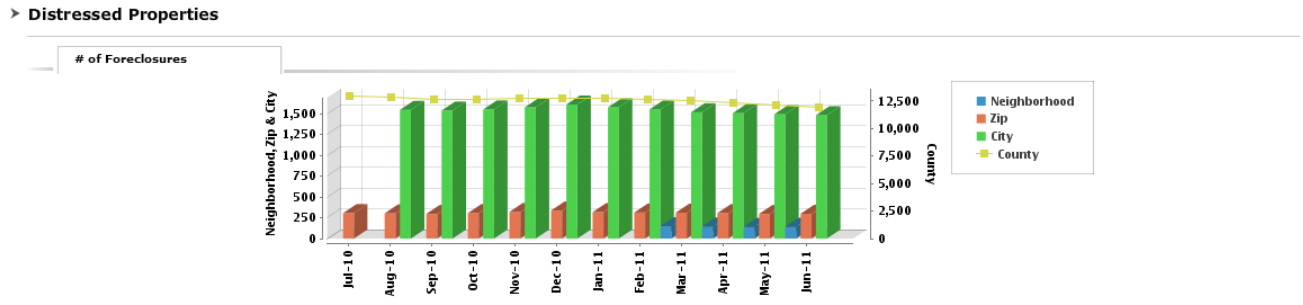


The median home value is the middle value (when ordered low to high) of all the properties sold in that month in that geographic area.

When the median home value increases over time it can indicate a seller's market. In a seller's market there are more buyers than sellers (more demand than supply). If the median home value decreases over time it can indicate a buyer's market.

Distressed Properties

The Distressed Properties section of the report provides foreclosure data:



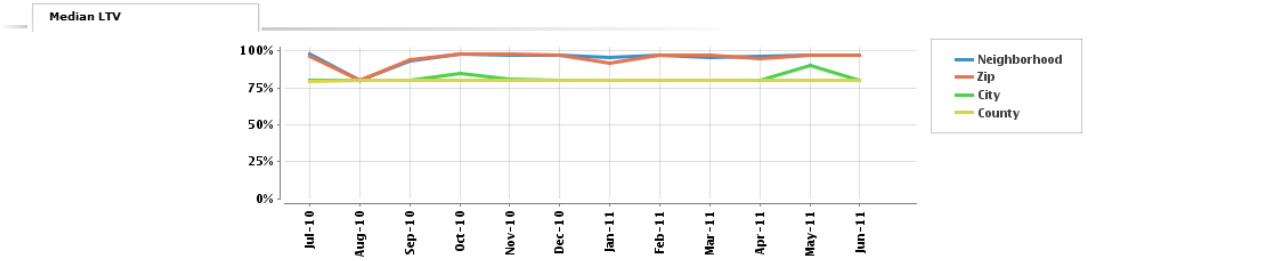
The combined number of properties in all stages of foreclosure (Pre-Foreclosure, Auction, or REO) in that month in that geographic area. Each month data is collected on a single day and represents a snapshot in time.

It is a sign of an improving market when the number of foreclosures decreases over time. When the number of foreclosures increases in an area property values tend to decrease because there are more homes for sale. Additionally, areas with a large number of foreclosures can have problems such as unmaintained homes and crime.

Financial Health

The Financial Health section of the report provides mortgage data for properties in the area:

➤ **Financial Health**

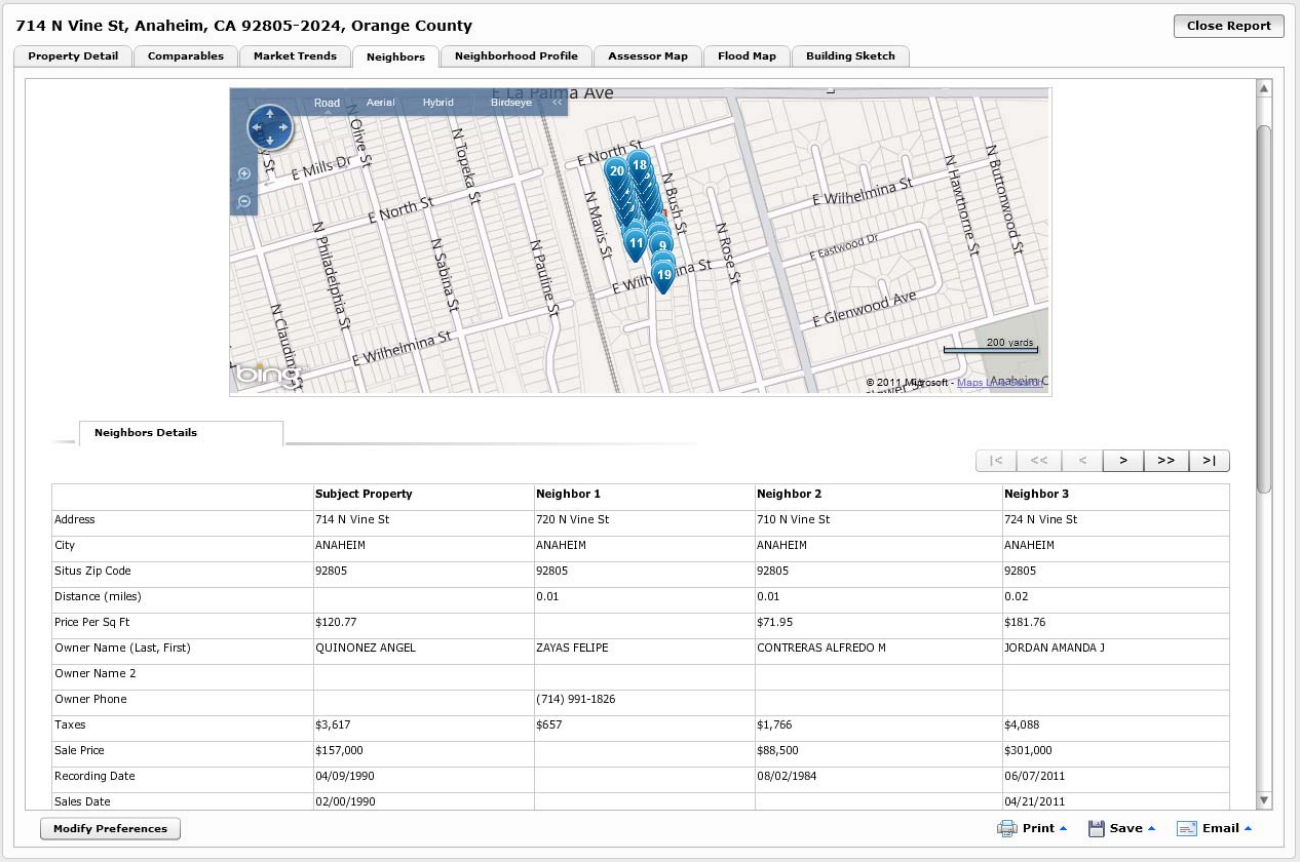


The median loan-to-value ratio is calculated by dividing the original value of the open liens on a home by the sale price of the home in that month in that geographic area.

A lower LTV indicates that homeowners are more likely to be able to afford their homes because they have borrowed less to purchase it. Lenders typically require private mortgage insurance (PMI) for owners who have an LTV greater than 80%. The higher the LTV, the more likely that a homeowner will go into default.

Neighbors

The Neighbors report lets you find all the neighbors located within a specified radius of a property. This report can be provided to prospective owners who would like to see who their neighbors are going to be. Neighbor searches are also an ideal way to prepare mailing lists for just-listed and just-sold cards.The Neighbors report gives basic details about properties near the subject property. Search parameters are defined by the preferences set by the user, including whether to limit results to properties on the subject property’s street.



	Subject Property	Neighbor 1	Neighbor 2	Neighbor 3
Address	714 N Vine St	720 N Vine St	710 N Vine St	724 N Vine St
City	ANAHEIM	ANAHEIM	ANAHEIM	ANAHEIM
Situs Zip Code	92805	92805	92805	92805
Distance (miles)		0.01	0.01	0.02
Price Per Sq Ft	$120.77		$71.95	$181.76
Owner Name (Last, First)	QUINONEZ ANGEL	ZAYAS FELIPE	CONTRERAS ALFREDO M	JORDAN AMANDA J
Owner Name 2				
Owner Phone		(714) 991-1826		
Taxes	$3,617	$657	$1,766	$4,088
Sale Price	$157,000		$88,500	$301,000
Recording Date	04/09/1990		08/02/1984	06/07/2011
Sales Date	02/00/1990			04/21/2011

Configuring the Neighbors Report

You can configure two areas of settings for the Neighbors report:

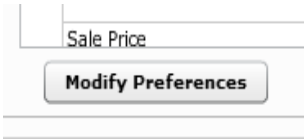
- **Report Format:** You can select the number of neighbor properties that will appear, and whether or not to display the Map and pictures of the neighbor properties.
- **Search Criteria**: You can select the radius, in miles, around the property that neighbor properties will be returned. you can also limit the search to neighbors on the street.

To configure the report:

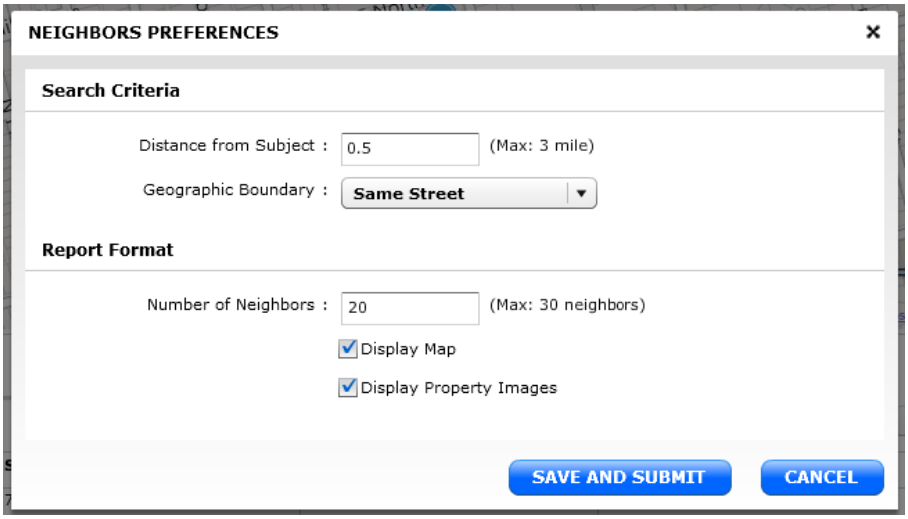
- Click **Preferences** on the Realist taskbar:

- The Preferences window opens. Click **Configure Reports** and then **Neighbors Reports** OR

- At the bottom of the report itself, click the **Modify Neighbors Search Preferences** link:



- The Neighbors Report Preferences window opens:



- Select the preferences for the report:

Option	Description
Number of Neighbors	Enter the number of neighbor properties you would like to display on the report.
Display Map	Select this check box to display the Map with the neighbor properties as pushpins in the top portion of the report.
Display Property Images	Select this check box if you want images of the property, when available, to display in the report.
Distance from Subject	Enter the number of miles from the subject property to search for and display neighbors.
Geographic Boundary	Select whether to display properties just on the subject's street or within the entire area.

- Click **Save and Submit** to save your changes and submit the changes for the current report OR

- Click **Submit** to submit the changes for the current report but leave the original preferences for future reports

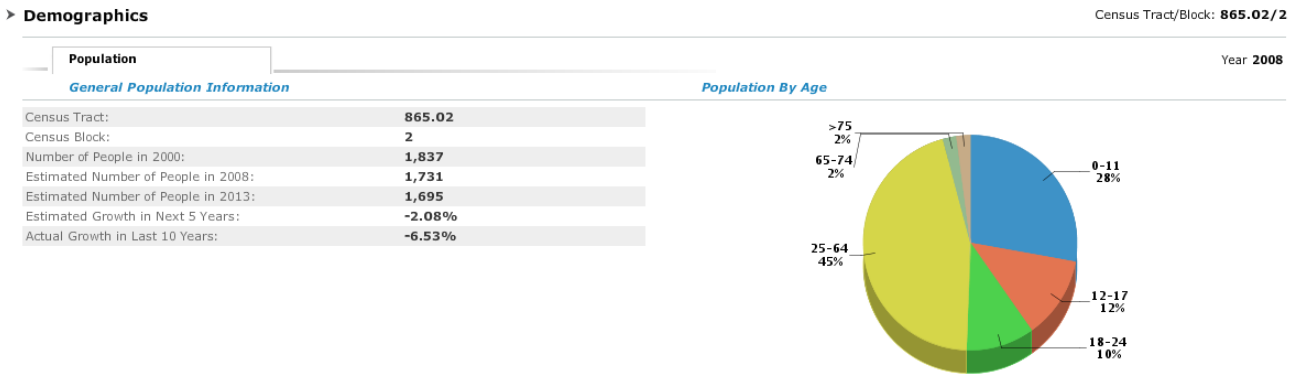
Neighborhood Profile

This report provides you with an in-depth look at the neighborhood of the property, including the people (population), the housing statistics, quality of life information, schools, and other areas of interest.The Neighborhood report includes three major sections – Demographics, Schools, and Local Businesses. Each section uses a different geographical area as a basis for the search parameters.

This report is intended to be used as a local area report – focusing on a mile area. If you select a larger area, the amount of information the report will return can become overwhelming. For example, if you search for local businesses in a five mile area of an urban area, you will get hundreds of results displaying.

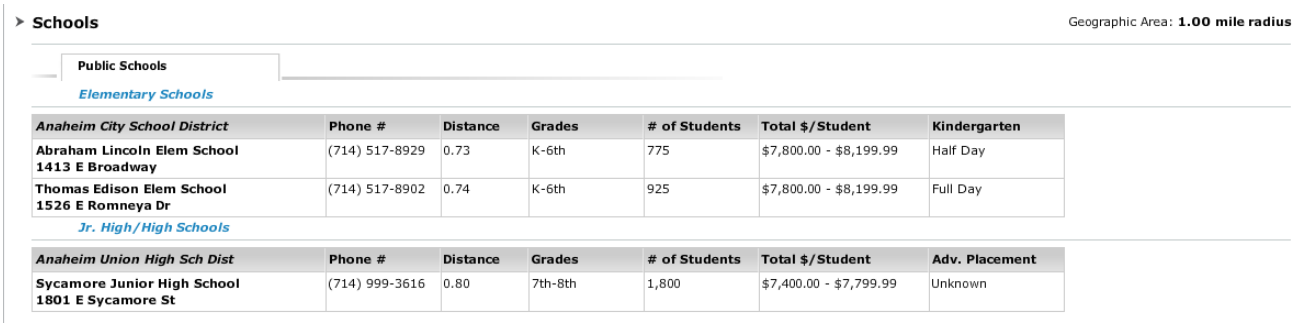
Demographics

The Demographic data comes from the Census Bureau and is defined by Census Track and Block. It includes 4 sub-sections – Population, Housing, Quality of Life, and Education:



Schools

The Schools section of the report lists the public and private schools within a specified geographic area (for example, in the sample below the area is a one mile radius). You can configure the geographic area in the Neighborhood Profiles report preferences.



Schools — Geographic Area: **1.00 mile radius**

Public Schools

Elementary Schools

Anaheim City School District	Phone #	Distance	Grades	# of Students	Total $/Student	Kindergarten
Abraham Lincoln Elem School **1413 E Broadway**	(714) 517-8929	0.73	K-6th	775	$7,800.00 - $8,199.99	Half Day
Thomas Edison Elem School **1526 E Romneya Dr**	(714) 517-8902	0.74	K-6th	925	$7,800.00 - $8,199.99	Full Day

Jr. High/High Schools

Anaheim Union High Sch Dist	Phone #	Distance	Grades	# of Students	Total $/Student	Adv. Placement
Sycamore Junior High School **1801 E Sycamore St**	(714) 999-3616	0.80	7th-8th	1,800	$7,400.00 - $7,799.99	Unknown

Local Businesses

This section of the report lists local businesses within a specified geographic area (for example, in the sample below the area is a one mile radius. You can configure the geographic area in the Neighborhood Profiles report preferences.

Local Businesses — Geographic Area: **1.00 mile radius**

Arts

	Address	Phone #	Distance	Description
Mariachi Musical Svc	124 N East St	(714) 680-6631	0.50	Musicians
Anaheim Ballet Inc	280 E Lincoln Ave	(714) 520-0904	0.60	Dancing Instruction
Orange County Symphony	280 E Lincoln Ave	(714) 778-0314	0.60	Orchestras & Bands
Pondanet Inc	1179 N Patt St	(714) 578-0004	0.71	Karaoke
Pacific Sound Disc Jockey	217 N Lemon St	(714) 952-6993	0.77	Music & Live Entertainment

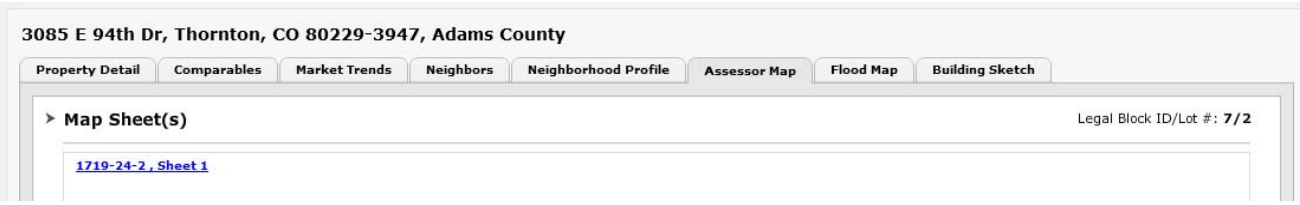
Configuring the Neighborhood Profiles Report

- Click **Preferences** on the Realist taskbar:

- The Preferences window opens. Click **Configure Reports** and then **Neighborhood Profiles Report**.
- The Neighborhood Profiles report preferences open.
- Select which sections you'd like to include on the report:
    - Include Demographics
    - Include Schools (here you can also specific the distance from the subject property, the specific grades you are looking for, and the specific type of school (public, private, or both)
    - Include Businesses (here you can also specify the distance from the subject property and the category of business (e.g., banking, childcare, arts, etc.)
        - **NOTE**: You must select at least one option
- Click **Submit** to save the changes and close the preferences window.

Assessor Map

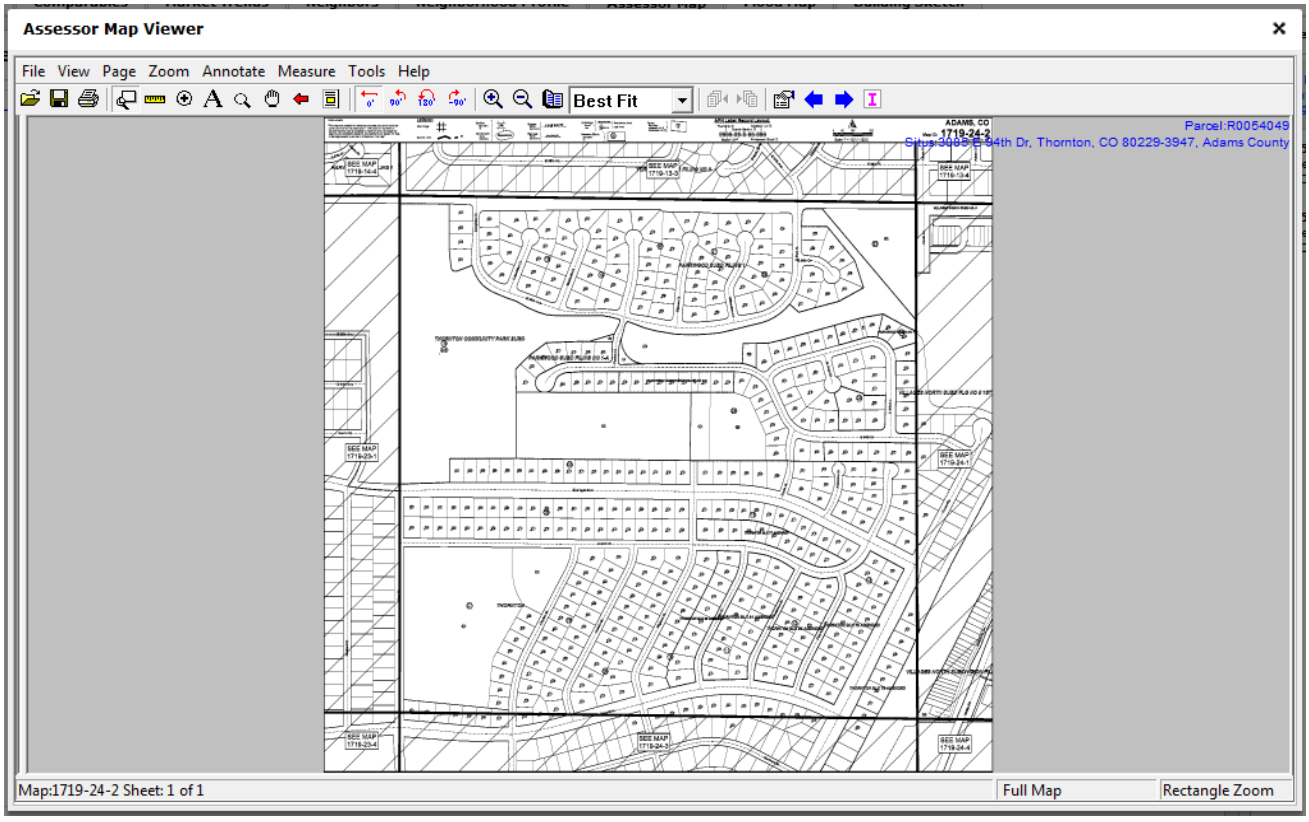
If there are Assessor Maps associated with the property, an Assessor Map tab appears in the Report Window. The available sheets of the Map appear on the page:



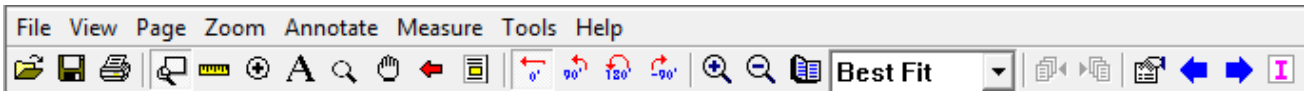
To View an Assessor Map

- Click the link to open the page of the Map that you would like to view. The Map Viewer opens, displaying the Map.

NOTE: If this is the first time you have opened a Map, you may be asked to install the Map Viewer add-on. Agree to this to proceed.



- View the Map and manipulate it using the Map toolbar:



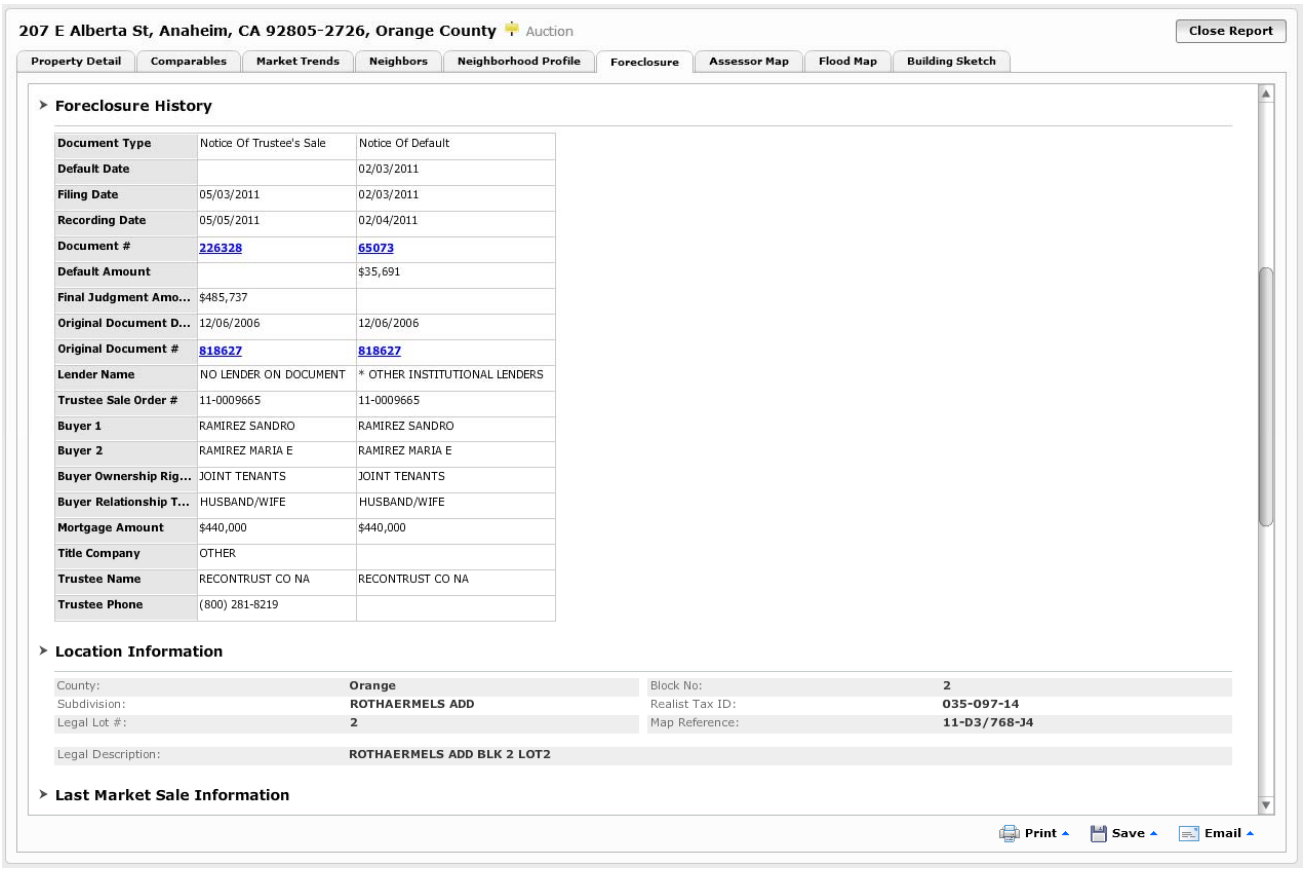
TIP: Mouse over the toolbar options for a definition of what you can use each icon for.

Foreclosure

The Foreclosure report includes the most recent foreclosure transaction details if a property is in any stage of foreclosure, along with the default mortgage information and foreclosure history.

The state of foreclosure (pre-foreclosure, auction, or REO) is indicated in the black address bar at the top of the report (the property below is color-coded with yellow indicating the property is in auction.

Note: The Default Mortgage Information section may change by state, while all other sections of the report contain the same data. The names of the fields may vary, however, due to whether or not the state is judicial or non-judicial when it comes to property foreclosures. For example, a judicial state would call borrowers in default "defendants" while a nonjudicial state would call them "borrowers."



Document Type	Notice Of Trustee's Sale	Notice Of Default
Default Date		02/03/2011
Filing Date	05/03/2011	02/03/2011
Recording Date	05/05/2011	02/04/2011
Document #	226328	65073
Default Amount		$35,691
Final Judgment Amo...	$485,737	
Original Document D...	12/06/2006	12/06/2006
Original Document #	818627	818627
Lender Name	NO LENDER ON DOCUMENT	* OTHER INSTITUTIONAL LENDERS
Trustee Sale Order #	11-0009665	11-0009665
Buyer 1	RAMIREZ SANDRO	RAMIREZ SANDRO
Buyer 2	RAMIREZ MARIA E	RAMIREZ MARIA E
Buyer Ownership Rig...	JOINT TENANTS	JOINT TENANTS
Buyer Relationship T...	HUSBAND/WIFE	HUSBAND/WIFE
Mortgage Amount	$440,000	$440,000
Title Company	OTHER	
Trustee Name	RECONTRUST CO NA	RECONTRUST CO NA
Trustee Phone	(800) 281-8219	

County:	**Orange**	Block No:	**2**
Subdivision:	**ROTHAERMELS ADD**	Realist Tax ID:	**035-097-14**
Legal Lot #:	**2**	Map Reference:	**11-D3/768-J4**

Legal Description: **ROTHAERMELS ADD BLK 2 LOT2**